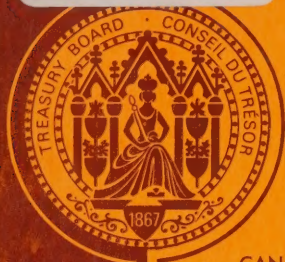


CA1 TB 62
-68571

Government
Publications



CANADA

*Treasury Board
Paperwork Management Series*

SUBJECT CLASSIFICATION GUIDE
for
HOUSEKEEPING RECORDS

Paperwork Management Series

TREASURY BOARD, OTTAWA, CANADA

March, 1968

CA 1 TB 62
- 68571

SUBJECT CLASSIFICATION GUIDE
for
HOUSEKEEPING RECORDS

This guide was undertaken as a project by the Records Management Association of Ottawa. It has been compiled by a committee of that organization with the assistance of the staff of the Records Management Branch of the Public Archives of Canada.

March, 1968




©
ROGER DUHAMEL, F.R.S.C.
Queen's Printer and Controller of Stationery
Ottawa, Canada
1968

Cat. No. BT22-1/1

TABLE OF CONTENTS

<i>Part</i>	<i>Title</i>	<i>Pages</i>
PREFACE		(ia) – (iiia)
I	HOUSEKEEPING PRIMARY NUMBERS and PRIMARY SUBJECTS	10A – 39B
II	FOR ASSIGNMENT OF OPERATIONAL PRIMARY NUMBERS and SUBJECTS	50A – 99B
III	SUGGESTED STANDARD OBJECTIVE CODES	100A – up
IV	FILE LIST EXAMPLES	Numbers 1000 to 3890
V	RELATIVE SUBJECT INDEX TO PART I	A – Z



Digitized by the Internet Archive
in 2023 with funding from
University of Toronto

<https://archive.org/details/39271409100114>

PREFACE

This Subject Classification Guide has been prepared to provide a uniform basis whereby normal house-keeping records of any department or agency may be classified in a standard and systematic manner, and to encourage uniformity in the selection and identification of subject file titles. It can also serve at least four secondary purposes:—

- (a) It provides for a differentiation between “policy” and “routine” files.
- (b) It provides suggestions for methods of organizing Objective Codes to be used as suffix numbers connected to the primary subject numbers.
- (c) It provides for the extension of the primary subject number structure to the OPERATIONAL requirements of any department or agency.
- (d) It indicates, where there is no possibility of misinterpretation, the authorized retention periods contained in the “General Records Disposal Schedules of the Government of Canada, 1963”.

This guide can be used by new organizations as a means of placing their records under immediate control, and by an established organization which is contemplating a major overhaul of its records classification system.

Many months of research were spent in developing the primary subject compilation. The final choice of material was based on:—

- (a) The subject disposal submissions presented by departments and agencies and approved by the former Public Records Committee, since 1945.
- (b) The publication “General Records Disposal Schedules of the Government of Canada” referred to above, and
- (c) Several subject classification manuals of the larger Canadian federal government departments and agencies.

During the selection study many subjects were eliminated from the source material because it was considered that they did not constitute a *common* requirement. However, since such material may prove to be a requirement for some particular department or agency, ample provision has been made for future additions.

I. PRIMARY NUMBERS AND PRIMARY SUBJECTS

The numbers and subjects listed in PART I are termed “PRIMARY NUMBERS” and “PRIMARY SUBJECTS” respectively. Note that these same terms will apply to the numbers and subjects which may be allotted for the OPERATIONAL subjects of PART II.

II. GENERAL ARRANGEMENT OF SUBJECTS — ALPHABETICAL

The primary subjects of each of the SECTIONS of PART I have been arranged in an alphabetical sequence in series except for the first assigned number of each section. In these cases, the topic has always been assigned to a “GENERAL SERIES” for the whole section. However, an alphabetical arrangement is not obligatory.

III. NUMERICAL ARRANGEMENT — FOUR NUMERALS RECOMMENDED

Numbers ranging from 1000 up to 4999 have been allotted or reserved for the housekeeping records subjects. The numbers from 1000 up to 3999 have been allocated into SIX SECTIONS of 500 numbers each and the remaining numbers from 4000 up to 4999 have been unallotted but reserved.

Thereafter, the numbers from 5000 up to 9999 have been reserved for the OPERATIONAL requirements.

IV. ALTERNATIVE No. 1 – THREE NUMERALS WITH SECTIONS OF 150 NUMBERS

The first alternative has been shown for comparative purposes at the left of the recommended four numeral style in blocks of 150 numbers for each section of PART I. If this contracted arrangement is selected for use, the housekeeping records subjects of PART I will take up to 999 numbers. Thereafter, the operational requirements will commence at 1000 and have a four numeral sequence. This gives a convenient variation in that the differentiation between the housekeeping and the operational subjects is made obvious at a glance:—

- A. HOUSEKEEPING 100 up to 999
- B. OPERATIONAL 1000 up to

This arrangement may be more suitable for a small organization.

V. ALTERNATIVE No. 2 – DUPLEX-NUMERIC IN THREE NUMERALS

The duplex-numeric classification system is the arrangement or grouping of many specific file subjects (TERTIARIES) under a number of sub-headings (SECONDARIES) derived from a very broad descriptive main heading (PRIMARYES).

Secondary and tertiary groupings are normally restricted to a total of twelve or fifteen. For example, the group heading "EQUIPMENT" could have secondary headings which could include "GENERAL", "OFFICE MACHINES", "FURNITURE", etc. The specific file subjects (tertiaries) would then be listed as appropriate.

One number is assigned to the primary and additional numbers are assigned consecutively to the secondaries and also to the tertiaryes. These three groups of numbers are separated by a dash, e.g. 101-1-1 – "Organization – Generally".

VI. ALTERNATIVE No. 3 – DECIMAL PRINCIPLE

If the decimal principle of number arrangement and allocation is adopted, very careful planning for the required assignment of the subjects becomes necessary. In using the decimal, it must be remembered that:—

- A. The number arrangement must adhere to the series of ten within blocks (summaries) of hundreds for each section;
- B. To provide for the housekeeping subjects only, the numbers from 000 up to 599 will be exhausted;
- C. To provide for the operational subjects, the numbers from 600 up to 999 only will be available; and
- D. The decimal system is restrictive and is not recommended.

VII. ALTERNATIVE NO. 4 – SUBJECT-NUMERIC PRINCIPLE

The Subject-Numeric classification system is a combination of word abbreviations and numbers. Mnemonic word abbreviations replace the subject group number allocations in the PRIMARY position while numbers are then used for the sub-divisions in the SECONDARY and TERTIARY positions as required. To relate this method to the group allotments, the arrangement could be:—

<u>Group Title</u>	<u>Block Numbers</u>	<u>Subject-Numeric Group</u>
ADMINISTRATION	1000-1499 or 100-249	ADM or AD
FINANCE	1500-1999 or 250-399	FIN or FI
PERSONNEL	2000-2499 or 400-549	PER or PE
BUILDINGS, LANDS, Etc.	2500-2999 or 550-699	BLP or BU
EQUIPMENT & SUPPLIES	3000-3499 or 700-849	SUP or ES
GENERAL SERVICES	3500-3999 or 850-999	GEN or GS

Thus the PRIMARY position is given its mnemonic abbreviation: the SECONDARY position starts with the numeral 1 while the TERTIARY sub-division starts at 0 for POLICY or 1 for GENERAL, thus:—

<u>Administration</u>		or	<u>Finance</u>	
ADM.2-0	Organization — Policy		FIN.1-0	Policy
ADM.2-1	Organization — General		FIN.1-1	General
ADM.2-2	Organization — Revisions		FIN.1-2	Financial Terms

Whichever system is adopted, the first consideration must be consistency in operation. In no circumstances should the block-duplex-numeric style be intermingled with other methods such as the decimal numeric. Where it is desired to arrange the subjects on some progressive system of importance or significance in accordance with a pre-determined plan, this will be the individual decision of the particular department or agency. Such an arrangement can be applied to any of the several classification systems outlined above.

VIII. COMPARATIVE SYSTEMS AND NUMBERS BY SECTIONS

<u>Sections</u>	<u>Four Numerals</u>	<u>No. 1</u>	<u>Alternatives</u>		
			<u>No. 2</u>	<u>No. 3</u>	<u>No. 4</u>
ADMINISTRATION	1000 - 1499	100-249	100-199	000-099	ADM or AD
FINANCE	1500 - 1999	250-399	200-299	100-199	FIN or FI
PERSONNEL	2000 - 2499	400-549	300-399	200-299	PER or PE
BUILDINGS, Etc.	2500 - 2999	550-699	400-499	300-399	BLP or BU
EQUIPMENT, Etc.	3000 - 3499	700-849	500-599	400-499	SUP or ES
GENERAL SERVICES	3500 - 3999	850-999	600-699	500-599	GEN or GS
UNALLOTTED	4000 - 4999				
OPERATIONAL	5000 - 9999	1000 up	700 up	600-999	

IX. CLASSIFICATION BASIS

The basic principle of classification is that it is the SUBJECT of the particular communication or document which governs the correct selection of the applicable primary number and primary subject.

X. OBJECTIVE CONSIDERATIONS

In the selection of the subject material, items which were inherently an OBJECT have been avoided in the compilation. Objective matters may be provided for by:—

- A. The use of SECONDARY and/or TERTIARY numbers after and connected with the primary numbers by a dash — “—”;
- B. The use of an organized standard “OBJECTIVE CODE” system for the various requirements, such as,
 - (1) The organizational structure of a department or agency;
 - (2) Other governmental organizations;
 - (3) Organizations outside the government areas;
 - (4) Geographical divisions;
 - (5) City and town locations; and
 - (6) Items of equipment and supply.

Further remarks on codes will be found at PART III.

XI. FLEXIBILITY

An important consideration for a subject classification plan should be that flexibility is provided for so that expansion or contraction is possible. With reference to the recommended four numeral plan, a smaller organization may not require the allocation of the same number of subjects which will be necessary

in a large organization. In such a case, the primary numbers and subjects which are not needed are ignored and not used. On the other hand, ample expansion has been provided in this recommended plan, while to a lesser degree there is also room for expansion in Alternative No. 1.

For example:—

- A. A group of subjects in any one of the six sections may not be a requirement and is therefore not used;
or
- B. Certain particular subjects in any or all of the six sections may not be a requirement and these are therefore not used; or
- C. A series such as the “1010 to 1016” re “ACCIDENTS” could be contracted to the allocation or use of only one, or two or three primary numbers and subjects.

XII. ADDITIONS TO PRIMARY SUBJECT SELECTIONS

In natural consequence to the last paragraph, discretion is also required in making the decision to insert a new primary number and subject. This is merely another aspect of the remarks concerning the initial selection of subjects observed above. In general, a new primary number and subject should not be allotted unless there will be several sub-subject secondary files to be created under the contemplated new insertion. This, in effect, applies to any of the special arrangements.

XIII. GENERAL TO SPECIFIC FILES

Files should be created on the principle — “ALWAYS PROGRESS FROM THE GENERAL TO THE SPECIFIC”. This means that a specific file (i.e. a secondary or tertiary) shall not be created before the general file for any one primary subject. Thereafter as the topic develops specific related files will be created as needed.

XIV. POLICY FILES

The catalogue of subjects within the sections of PART I do NOT constitute a complete file number or a complete file subject.

For POLICY files ALWAYS add “-0” and the word “POLICY” to the primary number and the primary subject.

XV. GENERAL SUBJECT FILES

For GENERAL files ALWAYS add “-1” and the word “GENERAL” to the primary number and the primary subject.

XVI. SECONDARY (SUB-SUBJECT) FILES

For secondary specific files of a primary number and primary subject add “-2, -3, -4, etc.” progressively as required.

XVII. TERTIARY EXTENSIONS

When greater detail of files is required for any sub-subject topic the complete file number may be extended to the tertiary position. Note that in DUPLEX-NUMERIC, complete file numbers are normally extended to the tertiary position.

XVIII. OBJECTIVE CODE EXTENSIONS

This arrangement is applied when the grouping of the records by a systematic code for any of the objective considerations listed at paragraph X.B. above is of essential importance or uniform significance.

XIX. FILE EXAMPLES

Examples of the above applications will be found in PART IV and identified to their specific paragraph for reference.

XX. SPECULATIVE FILES

Speculative files (i.e. there may be a need) should never be created. The need for a file will be governed by the existence of a record of topic for which the file is required.

XXI. RELATIVE INDEX – PART V

The index of PART V contains all the subjects catalogued throughout all the sections of PART I. In addition, relative words have been included in the index and indicate the primary number which has been assigned to a subject of the same or a similar meaning.

XXII. RETENTION PERIODS COLUMN

OPPOSITE and in line with each primary subject the authorized retention periods for the subjects have been included where applicable in the “General Records Disposal Schedules of the Government of Canada, 1963”. Where a period is shown, the details are:—

A. “S.3” means “Schedule No. 3”; and

B. A star — “*” — means that the schedule must be consulted because of some specific recommendation or reservation attached to the authorized retention period.

XXIII. AMENDMENTS

Major revisions to this guide will be issued from time to time.

Part I

PRIMARY NUMBERS and PRIMARY SUBJECTS

<u>Section</u>	<u>Title</u>	<u>Primary Number Range</u>	<u>Pages</u>
I	ADMINISTRATION	1000 – 1499	10A – 14B
II	FINANCE	1500 – 1999	15A – 19B
III	PERSONNEL	2000 – 2499	20A – 24B
IV	BUILDINGS, LANDS AND PROPERTIES	2500 – 2999	25A – 29B
V	EQUIPMENT AND SUPPLIES	3000 – 3499	30A – 34B
VI	GENERAL SERVICES	3500 – 3999	35A – 39B
VII	UNALLOTTED	4000 – 4499	– – –
VIII	UNALLOTTED	4500 – 4999	– – –

Part I

Section I

ADMINISTRATION

PRIMARY NUMBERS

1000 – 1499

Section I covers a wide variety of subjects not assigned elsewhere to one of the other sections. General office services matters have been organized together in Section VI.

1000 – ADMINISTRATION – 1499

G.R.D.S.
Periods

100	1000	ADMINISTRATION—GENERAL SERIES (For subjects not shown)	
101	1001	Administration—ORGANIZATION (For routine matters)	
	1002		
	1003		
	1004		
102	1005	ABBREVIATIONS, DESIGNATIONS and TITLES	
	1006		
	1007		
	1008		
	1009		
104	1010	ACCIDENTS—GENERAL SERIES	
105	1011	Accidents—AIRCRAFT (By aircraft number)	(S.3-3 years*)
106	1012	Accidents—EXPLOSIVES (By locations)	(S.3-3 years*)
107	1013	Accidents—RAILWAY (By locations)	(S.3-3 years*)
108	1014	Accidents—SHIPS (By names)	(S.3-3 years*)
109	1015	Accidents—VEHICLES (By vehicle number)	(S.3-3 years*)
110	1016	Accidents—PREVENTION and SAFETY	
	1017		
	1018		
	1019		
112	1020	ACTS and LEGISLATION—GENERAL SERIES	(S.1-3 years*)
113	1021	Acts and Legislation—FEDERAL (By bill or statute number)	
114	1022	Acts and Legislation—FOREIGN	
	1023		
	1024		
	1025		
	1026		
	1027		
	1028		
	1029		
116	1030	AGREEMENTS—GENERAL SERIES (See also 1545)	
117	1031	Agreements—FEDERAL-PROVINCIAL	
	1032		
	1033		
	1034		
	1035		
	1036		
	1037		
	1038		
	1039		
120	1040	ALLIANCES and AFFILIATIONS (Non political)	
	1041		
	1042		
	1043		
	1044		
	1045		
	1046		
	1047		
	1048		
	1049		

NOTE: The numbers appearing at the left of the thousand numbers on this and all subsequent pages are for illustrative comparison -- reference Preface paragraph IV.

- | | | | |
|-----|------|---|----------------|
| 122 | 1050 | APPRECIATION, CONGRATULATIONS and GREETINGS—GENERAL SERIES | (S.1-1 year) |
| 123 | 1051 | Appreciation, Congratulations and Greetings—CHRISTMAS | (S.1-1 year) |
| | 1052 | | |
| | 1053 | | |
| | 1054 | | |
| | 1055 | | |
| | 1056 | | |
| | 1057 | | |
| | 1058 | | |
| | 1059 | | |
| 125 | 1060 | ARTS—GENERAL SERIES | |
| 126 | 1061 | Arts—FINE and PERFORMING | |
| 127 | 1062 | Arts—WAR | |
| | 1063 | | |
| | 1064 | | |
| | 1065 | | |
| | 1066 | | |
| | 1067 | | |
| | 1068 | | |
| | 1069 | | |
| 130 | 1070 | ASSOCIATIONS, CLUBS, SOCIETIES | (S.1-2 years*) |
| | 1071 | | |
| | 1072 | | |
| | 1073 | | |
| | 1074 | | |
| | 1075 | | |
| | 1076 | | |
| | 1077 | | |
| | 1078 | | |
| | 1079 | | |
| 132 | 1080 | BADGES (Coats of Arms, Crests, Emblems, Insignia) | |
| | 1081 | | |
| | 1082 | | |
| | 1083 | | |
| | 1084 | | |
| | 1085 | | |
| | 1086 | | |
| | 1087 | | |
| | 1088 | | |
| | 1089 | | |
| | 1090 | | |
| | 1091 | | |
| | 1092 | | |
| | 1093 | | |
| | 1094 | | |
| 134 | 1095 | BOARDS and COURTS of INQUIRY | (S.1-5 years*) |
| | 1096 | | |
| | 1097 | | |
| | 1098 | | |
| | 1099 | | |

	1100		
	1101		
	1102		
	1103		
	1104		
136	1105	BRIEFINGS and PRESENTATIONS	
	1106		
	1107		
	1108		
	1109		
	1110		
	1111		
	1112		
	1113		
	1114		
138	1115	CAFETERIAS, CANTEENS, MESSES and INSTITUTES (Administration only)	(S.1-2 years)
	1116		
	1117		
	1118		
	1119		
	1120		
	1121		
	1122		
	1123		
	1124		
140	1125	CAMPAIGNS and CANVASSING—GENERAL SERIES	(S.1-2 years)
141	1126	Campaigns and Canvassing—BLOOD DONOR CLINICS	(S.1-2 years)
142	1127	Campaigns and Canvassing—CANADA SAVINGS BONDS (By years)	(S.1-1 year*)
143	1128	Campaigns and Canvassing—UNITED APPEAL (By years)	(S.1-1 year*)
	1129		
	1130		
	1131		
	1132		
	1133		
	1134		
145	1135	CENSORSHIP	
	1136		
	1137		
	1138		
	1139		
147	1140	CEREMONIES and CELEBRATIONS—GENERAL SERIES	(S.1-3 years*)
148	1141	Ceremonies and Celebrations—CENTENNIAL	
149	1142	Ceremonies and Celebrations—INAUGURATIONS	(S.1-3 years*)
	1143		
	1144		
	1145		
	1146		
	1147		
	1148		
	1149		

151	1150	CITIZENSHIP	
	1151		
	1152		
	1153		
	1154		
153	1155	CIVIL MATTERS (Not otherwise shown)	
	1156		
	1157		
	1158		
	1159		
	1160		
	1161		
	1162		
	1163		
	1164		
155	1165	COMMITTEES—GENERAL SERIES (Formation, members, etc.)	(S.1-5 years*)
156	1166	Committees—AGENDA and MINUTES	(S.1-5 years*)
	1167		
	1168		
	1169		
	1170		
	1171		
	1172		
	1173		
	1174		
158	1175	COMPLAINTS	(S.1-1 year)
	1176		
	1177		
	1178		
	1179		
160	1180	CONFERENCES, MEETINGS, SYMPOSIA (not Committees)	(S.1-5 years*)
	1181		
	1182		
	1183		
	1184		
	1185		
	1186		
	1187		
	1188		
	1189		
	1190		
	1191		
	1192		
	1193		
	1194		
162	1195	CO-OPERATION and LIAISON	(S.1-5 years*)
	1196		
	1197		
	1198		
	1199		

164	1200	CORPORATIONS, COMPANIES, FIRMS	(S.1-2 years*)
	1201		
	1202		
	1203		
	1204		
	1205		
	1206		
	1207		
	1208		
	1209		
166	1210	CULTURES and CUSTOMS—GENERAL SERIES	
167	1211	Cultures and Customs— BILINGUALISM and BICULTURALISM	
	1212		
	1213		
	1214		
	1215		
	1216		
	1217		
	1218		
	1219		
	1220		
	1221		
	1222		
	1223		
	1224		
170	1225	DEFENCE MATTERS	
	1226		
	1227		
	1228		
	1229		
	1230		
	1231		
	1232		
	1233		
	1234		
	1235		
	1236		
	1237		
	1238		
	1239		
172	1240	EMERGENCY MEASURES—GENERAL SERIES	(S.1-5 years*)
173	1241	Emergency Measures— CIVIL DEFENCE	(S.1-2 years*)
174	1242	Emergency Measures— DEMONSTRATIONS and RIOTS (Civil Power Aid)	(S.1-5 years*)
175	1243	Emergency Measures— DISASTERS (Floods, Forest Fires)	(S.1-5 years*)
176	1244	Emergency Measures— EVACUATION	
177	1245	Emergency Measures— NATIONAL SURVIVAL PLANNING	
	1246		
	1247		
	1248		
	1249		

	1250		
	1251		
	1252		
	1253		
	1254		
180	1255	EXERCISES (Operations)	
	1256		
	1257		
	1258		
	1259		
182	1260	EXHIBITIONS, DISPLAYS, EXPOSITIONS and FAIRS	(S.5-2 years*)
	1261		
	1262		
	1263		
	1264		
184	1265	EXPEDITIONS	
	1266		
	1267		
	1268		
	1269		
	1270		
	1271		
	1272		
	1273		
	1274		
186	1275	FLAGS and COLOURS	
	1276		
	1277		
	1278		
	1279		
	1280		
	1281		
	1282		
	1283		
	1284		
188	1285	GIFTS and DONATIONS (Excludes 1125 series)	
	1286		
	1287		
	1288		
	1289		
	1290		
	1291		
	1292		
	1293		
	1294		
	1295		
	1296		
	1297		
	1298		
	1299		

	1300		
	1301		
	1302		
	1303		
	1304		
190	1305	HISTORICAL MATTERS	(S.1-*)
	1306		
	1307		
	1308		
	1309		
	1310		
	1311		
	1312		
	1313		
	1314		
	1315		
	1316		
	1317		
	1318		
	1319		
192	1320	INSPECTIONS	
	1321		
	1322		
	1323		
	1324		
	1325		
	1326		
	1327		
	1328		
	1329		
194	1330	INTERNATIONAL AFFAIRS and RELATIONS—GENERAL SERIES	
195	1331	International Affairs and Relations—COMMISSIONS and MISSIONS	(S.1-5 years*)
196	1332	International Affairs and Relations—PACTS and TREATIES	
	1333		
	1334		
	1335		
	1336		
	1337		
	1338		
	1339		
198	1340	INVENTIONS and PATENTS	(S.1-3 years*)
	1341		
	1342		
	1343		
	1344		
	1345		
	1346		
	1347		
	1348		
	1349		

- | | | | |
|-----|------|---|----------------|
| 200 | 1350 | INVESTIGATIONS of IRREGULARITIES—GENERAL SERIES | (S.1-5 years*) |
| 201 | 1351 | Investigations of Irregularities—LOSSES and THEFTS | (S.1-5 years*) |
| | 1352 | | |
| | 1353 | | |
| | 1354 | | |
| | 1355 | | |
| | 1356 | | |
| | 1357 | | |
| | 1358 | | |
| | 1359 | | |
| 203 | 1360 | LABOUR MATTERS (See also 2404) | |
| | 1361 | | |
| | 1362 | | |
| | 1363 | | |
| | 1364 | | |
| 205 | 1365 | LECTURES and LECTURERS (See also 1105) | |
| | 1366 | | |
| | 1367 | | |
| | 1368 | | |
| | 1369 | | |
| 207 | 1370 | LEGAL MATTERS | (S.1-2 years*) |
| | 1371 | | |
| | 1372 | | |
| | 1373 | | |
| | 1374 | | |
| 210 | 1375 | LICENCES, PASSES and PERMITS | (S.1-1 year*) |
| | 1376 | | |
| | 1377 | | |
| | 1378 | | |
| | 1379 | | |
| | 1380 | | |
| | 1381 | | |
| | 1382 | | |
| | 1383 | | |
| | 1384 | | |
| 212 | 1385 | MAPS, CHARTS and PHOTOGRAPHS (Incl. Aerial & Nautical) | (S.3-3 years*) |
| | 1386 | | |
| | 1387 | | |
| | 1388 | | |
| | 1389 | | |
| | 1390 | | |
| | 1391 | | |
| | 1392 | | |
| | 1393 | | |
| | 1394 | | |
| 214 | 1395 | MUSEUMS and GALLERIES (Collections) | |
| | 1396 | | |
| | 1397 | | |
| | 1398 | | |
| | 1399 | | |

	1400		
	1401		
	1402		
	1403		
	1404		
	1405		
	1406		
	1407		
	1408		
	1409		
218	1410	PARLIAMENT—General series	(S.1-5 years*)
219	1411	Parliament—INQUIRIES	(S.1-5 years*)
220	1412	Parliament—ROYAL COMMISSIONS	(S.1- *)
	1413		
	1414		
	1415		
	1416		
	1417		
	1418		
	1419		
	1420		
	1421		
	1422		
	1423		
	1424		
222	1425	PLANS and PLANNING (Programs)	
	1426		
	1427		
	1428		
	1429		
225	1430	POLITICS—GENERAL SERIES	
226	1431	Politics—FEDERAL ELECTIONS	(S.1- *)
227	1432	Politics—PROVINCIAL ELECTIONS	(S.1- *)
	1433		
	1434		
	1435		
	1436		
	1437		
	1438		
	1439		
229	1440	REGULATIONS and ORDERS (Directives)	(S.1-1 year*)
	1441		
	1442		
	1443		
	1444		
231	1445	REPORTS and RETURNS (Annual, etc.)	(S.1- *)
	1446		
	1447		
	1448		
	1449		

	1450		
	1451		
	1452		
	1453		
	1454		
233	1455	SIGNING AUTHORITY	(S.4- *)
	1456		
	1457		
	1458		
	1459		
235	1460	STATISTICS	(S.1-5 years)
	1461		
	1462		
	1463		
	1464		
238	1465	SURVEYS	(S.1- *)
	1466		
	1467		
	1468		
	1469		
	1470		
	1471		
	1472		
	1473		
	1474		
	1475		
	1476		
	1477		
	1478		
	1479		
	1480		
	1481		
	1482		
	1483		
	1484		
	1485		
	1486		
	1487		
	1488		
	1489		
245	1490	VISITS and TOURS—GENERAL SERIES	(S.1- *)
246	1491	Visits and Tours—FROM	
247	1492	Visits and Tours—TO	
	1493		
	1494		
	1495		
	1496		
	1497		
	1498		
249	1499		

Part I

Section II

FINANCE

PRIMARY NUMBERS

1500 – 1999

Section II covers the financial subjects encountered by the Financial Branch of a department or agency. Such subjects reflect the receipt, control and expenditure of public funds: they include accounts and accounting, banking, allotments, audits, claims, contracts, and other fiscal details. They do not include salary nor equipment procurement subjects which have been assigned to Sections III and V.

1500 – FINANCE – 1999

250	1500	FINANCE—GENERAL SERIES (For subjects not shown)	
	1501		
	1502		
	1503		
	1504		
252	1505	ACCOUNTS and ACCOUNTING—GENERAL SERIES	(S.4- *)
	1506		
	1507		
	1508		
	1509		
254	1510	Accounts and Accounting—PAYABLE—GENERAL SERIES	(S.4- *)
255	1511	Accounts and Accounting—Payable—ADVERTISING	(S.4-2 years)
256	1512	Accounts and Accounting—Payable—IMPREST and PETTY CASH	(S.4-2 years)
257	1513	Accounts and Accounting—Payable—POSTAGE	(S.4-2 years)
258	1514	Accounts and Accounting—Payable—RENTALS	
259	1515	Accounts and Accounting—Payable—TELEPHONE	(S.4-2 years)
260	1516	Accounts and Accounting—Payable—TELETYPE	
261	1517	Accounts and Accounting—Payable—TELEX	
262	1518	Accounts and Accounting—Payable—STATEMENTS	(S.4-3 years)
	1519		
	1520		
	1521		
	1522		
	1523		
	1524		
264	1525	Accounts and Accounting—PROCEDURES	
	1526		
	1527		
	1528		
	1529		
266	1530	Accounts and Accounting—RECEIVABLE—GENERAL SERIES	(S.4- *)
267	1531	Accounts and Accounting—Receivable—AUCTION SALES	
268	1532	Accounts and Accounting—Receivable—RENTALS	
269	1533	Accounts and Accounting—Receivable—ROYALTIES	
270	1534	Accounts and Accounting—Receivable—STATEMENTS	(S.4-3 years)
271	1535	Accounts and Accounting—Receivable—UNCOLLECTIBLE(Debts)	
	1536		
	1537		
	1538		
	1539		
	1540		
	1541		
	1542		
	1543		
	1544		
273	1545	AGREEMENTS and ARRANGEMENTS	
	1546		
	1547		
	1548		
	1549		

275	1550	ALLOTMENT CONTROL	(S.4-*)
	1551		
	1552		
	1553		
	1554		
277	1555	ALLOWANCES—GENERAL SERIES	
278	1556	Allowances—ENTERTAINMENT (Social Functions)	(S.4-2 years)
279	1557	Allowances—FOREIGN SERVICE	
280	1558	Allowances—NORTHERN and ISOLATED POSTS	(S.6-5 years*)
281	1559	Allowances—RISK	(S.6-5 years*)
282	1560	Allowances—SUBSISTENCE	(S.6-5 years*)
	1561		
	1562		
	1563		
	1564		
	1565		
	1566		
	1567		
	1568		
	1569		
285	1570	AUDITS and AUDITING	(S.4-2 years*)
	1571		
	1572		
	1573		
	1574		
	1575		
	1576		
	1577		
	1578		
	1579		
	1580		
	1581		
	1582		
	1583		
	1584		
287	1585	BANKS and BANKING	(S.4-*)
	1586		
	1587		
	1588		
	1589		
289	1590	BILLS of EXCHANGE	
	1591		
	1592		
	1593		
	1594		
291	1595	BONDS and BONDING	(S.4-2 years*)
	1596		
	1597		
	1598		
	1599		

293	1600	CAPITAL ASSISTANCE	
	1601		
	1602		
	1603		
	1604		
	1605		
	1606		
	1607		
	1608		
	1609		
295	1610	CHEQUES	
	1611		
	1612		
	1613		
	1614		
297	1615	CLAIMS—GENERAL SERIES	(S.4- *)
298	1616	Claims—BY THE CROWN	
299	1617	Claims—VERSUS THE CROWN	
	1618		
	1619		
	1620		
	1621		
	1622		
	1623		
	1624		
302	1625	CODING	
	1626		
	1627		
	1628		
	1629		
304	1630	CONTRACTS	(S.4- *)
	1631		
	1632		
	1633		
	1634		
306	1635	COSTING	
	1636		
	1637		
	1638		
	1639		
	1640		
	1641		
	1642		
	1643		
	1644		
308	1645	CREDIT	(S.4-2 years)
	1646		
	1647		
	1648		
	1649		

310 1650 **CURRENCY—GENERAL SERIES**

311 1651 **Currency—FOREIGN EXCHANGE**

1652

1653

1654

1655

1656

1657

1658

1659

1660

1661

1662

1663

1664

1665

1666

1667

1668

1669

313 1670 **DISCREPANCIES**

1671

1672

1673

1674

1675

1676

1677

1678

1679

1680

1681

1682

1683

1684

1685

1686

1687

1688

1689

315 1690 **DUTIES and TARIFFS—GENERAL SERIES**

(S.4- *)

316 1691 **Duties and Tariffs—EXPORTS**

317 1692 **Duties and Tariffs—IMPORTS**

1693

1694

1695

1696

1697

1698

1699

	1700		
	1701		
	1702		
	1703		
	1704		
320	1705	ECONOMICS	
	1706		
	1707		
	1708		
	1709		
	1710		
	1711		
	1712		
	1713		
	1714		
	1715		
	1716		
	1717		
	1718		
	1719		
323	1720	ENCUMBRANCES	(S.4- *)
	1721		
	1722		
	1723		
	1724		
	1725		
	1726		
	1727		
	1728		
	1729		
325	1730	ESTIMATES and BUDGET—GENERAL SERIES	(S.4- *)
326	1731	Estimates and Budget—SUPPLEMENTARY	
	1732		
	1733		
	1734		
	1735		
	1736		
	1737		
	1738		
	1739		
328	1740	EXPENDITURES	(S.4- *)
	1741		
	1742		
	1743		
	1744		
	1745		
	1746		
	1747		
	1748		
	1749		

330 1750 **FEES (Professional, Consultants)**

1751
1752
1753
1754
1755
1756
1757
1758
1759
1760
1761
1762
1763
1764

332 1765 **FUNDS--GENERAL SERIES**

(S.4- *)

333 1766 Funds--HOSPITALITY

334 1767 Funds--NON-PUBLIC

335 1768 Funds--REFUNDS

336 1769 Funds--TRUST

1770
1771
1772
1773
1774
1775
1776
1777
1778
1779
1780
1781
1782
1783
1784
1785
1786
1787
1788
1789

338 1790 **GRANTS**

(S.4- *)

1791
1792
1793
1794
1795
1796
1797
1798
1799

1800
1801
1802
1803
1804
1805
1806
1807
1808
1809

340 1810 **INVESTMENTS and SECURITIES**

1811
1812
1813
1814
1815
1816
1817
1818
1819
1820
1821
1822
1823
1824

345 1825 **LOANS**

1826
1827
1828
1829
1830
1831
1832
1833
1834
1835
1836
1837
1838
1839
1840
1841
1842
1843
1844

350 1845 **MONEY ORDERS**

1846
1847
1848
1849

1850
1851
1852
1853
1854
1855
1856
1857
1858
1859
1860
1861
1862
1863
1864
1865
1866
1867
1868
1869

355 1870 **PLANS and PLANNING (Programs)**

1871
1872
1873
1874
1875
1876
1877
1878
1879
1880
1881
1882
1883
1884
1885
1886
1887
1888
1889

360 1890 **REGULATIONS and ORDERS**

1891
1892
1893
1894
1895
1896
1897
1898
1899

- 362 1900 **REPORTS and RETURNS**
1901
1902
1903
1904
1905
1906
1907
1908
1909
- 365 1910 **REQUISITIONS—GENERAL SERIES**
- 366 1911 **Requisitions—MINISTERIAL**
1912
1913
1914
1915
1916
1917
1918
1919
1920
1921
1922
1923
1924
1925
1926
1927
1928
1929
1930
1931
1932
1933
1934
- 370 1935 **STATISTICS**
1936
1937
1938
1939
1940
1941
1942
1943
1944
1945
1946
1947
1948
1949

375	1950	TAXES—GENERAL SERIES	
376	1951	Taxes—AMUSEMENT	(S.4-5 years)
377	1952	Taxes—FEDERAL	(S.4-5 years)
378	1953	Taxes—INCOME	(S.6-5 years*)
379	1954	Taxes—MUNICIPAL	(S.4-5 years)
380	1955	Taxes—PROVINCIAL	(S.4-5 years)
381	1956	Taxes—SALES	(S.4-5 years)
	1957		
	1958		
	1959		
	1960		
	1961		
	1962		
	1963		
	1964		
	1965		
	1966		
	1967		
	1968*		
	1969		
385	1970	TRAVEL ADVANCES	(S.4-2 years)
	1971		
	1972		
387	1973	TRAVEL ALLOCATIONS and EXPENDITURES	
	1974		
389	1975	TRAVEL EXPENSE CLAIMS—GENERAL SERIES	(S.4- *)
390	1976	Travel Expense Claims—REMOVAL EXPENSES	(S.4- *)
	1977		
	1978		
	1979		
	1980		
	1981		
	1982		
	1983		
	1984		
	1985		
	1986		
	1987		
	1988		
	1989		
	1990		
	1991		
	1992		
	1993		
	1994		
395	1995	WARRANTS	
	1996		
	1997		
	1998		
399	1999		

Part I

Section III

PERSONNEL

PRIMARY NUMBERS

2000 – 2499

Section III covers subjects relating to the employment of members of the Public Service of Canada. Documentary forms concerning individuals will be filed on the personnel files which should not be allotted any number but simply arranged alphabetically by the complete name of the individuals.

Correspondence of a policy subject nature must also be provided for. In this section, these subjects include areas reflecting attendance, establishment, leave, holidays, salaries and wages, promotions, training of staff, etc.

2000 – PERSONNEL – 2499

400	2000	PERSONNEL—GENERAL SERIES (For subjects not shown)	
	2001		
	2002		
	2003		
	2004		
402	2005	ACCIDENTS and INJURIES—GENERAL SERIES (See also 1010)	(S.6- *)
403	2006	Accidents and Injuries—WORKMEN'S COMPENSATION	(S.6-5 years)
	2007		
	2008		
	2009		
405	2010	ACCREDITATIONS and CREDENTIALS	
	2011		
	2012		
	2013		
	2014		
406	2015	APPEALS and GRIEVANCES (Complaints)	
	2016		
	2017		
	2018		
	2019		
407	2020	APPOINTMENTS—GENERAL SERIES	(S.6- *)
408	2021	Appointments—HONORARY	
409	2022	Appointments—PERMANENT	
410	2023	Appointments—TERM	
	2024		
	2025		
	2026		
	2027		
	2028		
	2029		
412	2030	ATTENDANCE	(S.6- *)
	2031		
	2032		
	2033		
	2034		
415	2035	AWARDS and HONOURS—GENERAL SERIES	
416	2036	Awards and Honours—DECORATIONS and MEDALS—CIVIL	(S.6- *)
417	2037	Awards and Honours—Decorations and Medals—MILITARY	
418	2038	Awards and Honours—Decorations and Medals—INVESTITURE	
419	2039	Awards and Honours—INCENTIVE AWARDS—GENERAL SERIES	
420	2040	Awards and Honours—Incentive Awards—LONG SERVICE	
421	2041	Awards and Honours—Incentive Awards—MERIT	
422	2042	Awards and Honours—Incentive Awards—OUTSTANDING ACHIEVEMENT	
423	2043	Awards and Honours—Incentive Awards—SUGGESTIONS	(S.1- *)
	2044		
	2045		
	2046		
	2047		
	2048		
	2049		

	2050		
	2051		
	2052		
	2053		
	2054		
	2055		
	2056		
	2057		
	2058		
	2059		
425	2060	BIOGRAPHIES and HISTORIES	(S.5-2 years*)
	2061		
	2062		
	2063		
	2064		
	2065		
	2066		
	2067		
	2068		
	2069		
	2070		
	2071		
	2072		
	2073		
	2074		
	2075		
	2076		
	2077		
	2078		
	2079		
428	2080	CLASSIFICATION—GENERAL SERIES	
429	2081	Classification—JOB ANALYSIS and STANDARDS	
	2082		
	2083		
	2084		
	2085		
	2086		
	2087		
	2088		
	2089		
432	2090	COMPETITIONS and EXAMINATIONS—GENERAL SERIES	(S.6- *)
433	2091	Competitions and Examinations—ELIGIBLE LISTS	(S.6-1 year*)
	2092		
	2093		
	2094		
	2095		
	2096		
	2097		
	2098		
	2099		

435	2100	CONSULTANTS	
	2101		
	2102		
	2103		
	2104		
437	2105	CORPS of COMMISSIONAIRES	(S.6-5 years)
	2106		
	2107		
	2108		
	2109		
	2110		
	2111		
	2112		
	2113		
	2114		
	2115		
	2116		
	2117		
	2118		
	2119		
440	2120	DEATHS, BURIALS and FUNERALS	
	2121		
	2122		
	2123		
	2124		
442	2125	DEBTS	
	2126		
	2127		
	2128		
	2129		
	2130		
	2131		
	2132		
	2133		
	2134		
444	2135	DISCIPLINE—GENERAL SERIES	(S.6- *)
445	2136	Discipline—ABSENTEEISM (Abandonment)	
446	2137	Discipline—CONDUCT and MORALS (Misdemeanours, crimes, etc.)	
447	2138	Discipline—DEMOTIONS	
448	2139	Discipline—REPRIMANDS	
449	2140	Discipline—SUSPENSION	
	2141		
	2142		
	2143		
	2144		
	2145		
	2146		
	2147		
	2148		
	2149		

452	2150	DOCUMENTATION and RECORDS	
	2151		
	2152		
	2153		
	2154		
	2155		
	2156		
	2157		
	2158		
	2159		
	2160		
	2161		
	2162		
	2163		
	2164		
454	2165	EMPLOYMENT and RECRUITING—GENERAL SERIES	
455	2166	Employment and Recruiting—ADVERTISING CAMPAIGNS	
456	2167	Employment and Recruiting—APPLICATIONS	(S.6-2 years)
457	2168	Employment and Recruiting—CASUAL	(S.6-3 years)
458	2169	Employment and Recruiting—CONDITIONS	
459	2170	Employment and Recruiting—EXTENSIONS	
460	2171	Employment and Recruiting—OUTSIDE	
461	2172	Employment and Recruiting—PREVAILING RATES	
462	2173	Employment and Recruiting—PROFESSIONAL	
463	2174	Employment and Recruiting—SCIENTIFIC	
464	2175	Employment and Recruiting—STAFF REQUISITIONS	
465	2176	Employment and Recruiting—SUMMER	
	2177		
	2178		
	2179		
	2180		
	2181		
	2182		
	2183		
	2184		
467	2185	ESTABLISHMENTS—(Including Charts)	(S.6- *)
	2186		
	2187		
	2188		
	2189		
469	2190	EVALUATION and PERFORMANCE REVIEW	(S.6- *)
	2191		
	2192		
	2193		
	2194		
470	2195	EXCHANGES, LOANS and SECONDMENTS	(S.6-3 years*)
	2196		
	2197		
	2198		
	2199		

	2200		
	2201		
	2202		
	2203		
	2204		
	2205		
	2206		
	2207		
	2208		
	2209		
472	2210	FOREIGN PERSONNEL IN CANADA	
	2211		
	2212		
	2213		
	2214		
	2215		
	2216		
	2217		
	2218		
	2219		
	2220		
	2221		
	2222		
	2223		
	2224		
474	2225	HEALTH and MEDICAL (See also 2265)	(S.1- *)
	2226		
	2227		
	2228		
	2229		
	2230		
	2231		
	2232		
	2233		
	2234		
476	2235	HOURS of WORK (Including Overtime)	(S.6- *)
	2236		
	2237		
	2238		
	2239		
	2240		
	2241		
	2242		
	2243		
	2244		
478	2245	HUMAN SUBJECTS (Volunteers)	
	2246		
	2247		
	2248		
	2249		

	2250	
	2251	
	2252	
	2253	
	2254	
480	2255	INQUIRIES (S.1-1 year)
	2256	
	2257	
	2258	
	2259	
	2260	
	2261	
	2262	
	2263	
	2264	
482	2265	INSURANCE—GENERAL SERIES (S.6- *)
483	2266	Insurance—DEATH BENEFIT PLAN
484	2267	Insurance—GROUP SURGICAL-MEDICAL PLAN
485	2268	Insurance—HOSPITALIZATION PLANS
486	2269	Insurance—LIFE
487	2270	Insurance—SOCIAL SECURITY (Canada Pension Plan)
488	2271	Insurance—UNEMPLOYMENT
	2272	
	2273	
	2274	
	2275	
	2276	
	2277	
	2278	
	2279	
	2280	
	2281	
	2282	
	2283	
	2284	
	2285	
	2286	
	2287	
	2288	
	2289	
490	2290	LEAVE and HOLIDAYS (S.6- *)
	2291	
	2292	
	2293	
	2294	
	2295	
	2296	
	2297	
	2298	
	2299	

	2300	
	2301	
	2302	
	2303	
	2304	
	2305	
	2306	
	2307	
	2308	
	2309	
	2310	
	2311	
	2312	
	2313	
	2314	
492	2315	NOMINAL ROLLS
	2316	
	2317	
	2318	
	2319	
	2320	
	2321	
	2322	
	2323	
	2324	
494	2325	OATHS of ALLEGIANCE and SECRECY (S.6- *)
	2326	
	2327	
	2328	
	2329	
	2330	
	2331	
	2332	
	2333	
	2334	
496	2335	PASSPORTS and VISAS (S.1-2 years)
	2336	
	2337	
	2338	
	2339	
	2340	
	2341	
	2342	
	2343	
	2344	
498	2345	PRECEDENCE, TABLE of
	2346	
	2347	
	2348	
	2349	

500 2350 **PRIVILEGES and IMMUNITIES**

2351
2352
2353
2354

502 2355 **PROMOTIONS and RECLASSIFICATION**

(S.6- *)

2356
2357
2358
2359
2360
2361
2362
2363
2364
2365
2366
2367
2368
2369

504 2370 **REGULATIONS and ORDERS**

2371
2372
2373
2374
2375
2376
2377
2378
2379

506 2380 **REPORTS and RETURNS**

2381
2382
2383
2384
2385
2386
2387
2388
2389

508 2390 **RETIREMENT and SEPARATIONS (Lay-Offs)**

(S.6-5 years)

2391
2392
2393
2394
2395
2396
2397
2398
2399

510	2400	SALARIES and WAGES—GENERAL SERIES	
511	2401	Salaries and Wages—ANNUAL INCREMENTS	(S.6- *)
512	2402	Salaries and Wages—ALLOTMENTS and ASSIGNMENTS	
513	2403	Salaries and Wages—CASUALS	
514	2404	Salaries and Wages—COLLECTIVE BARGAINING (Cyclical reviews)	
515	2405	Salaries and Wages—FINES, FORFEITURES and DEDUCTIONS	
516	2406	Salaries and Wages—PREVAILING RATES	
	2407		
	2408		
	2409		
	2410		
	2411		
	2412		
	2413		
	2414		
	2415		
	2416		
	2417		
	2418		
	2419		
518	2420	STATISTICS	
	2421		
	2422		
	2423		
	2424		
	2425		
	2426		
	2427		
	2428		
	2429		
520	2430	SUPERANNUATION	(S.6- *)
	2431		
	2432		
	2433		
	2434		
	2435		
	2436		
	2437		
	2438		
	2439		
525	2440	TRAINING—GENERAL SERIES	(S.6- *)
526	2441	Training—ACADEMIC	
527	2442	Training—PUBLIC SERVICE COURSES	
528	2443	Training—LANGUAGE	
529	2444	Training—MANUALS, MATERIALS and AIDS	
530	2445	Training—METHODS and TECHNIQUES	
531	2446	Training—PROFESSIONAL, SCIENTIFIC and TECHNICAL	
532	2447	Training—SCHOLARSHIPS and FELLOWSHIPS	
533	2448	Training—WITH INDUSTRY	
	2449		

	2450	
	2451	
	2452	
	2453	
	2454	
535	2455	TRANSFERS (Postings)
	2456	
	2457	
	2458	
	2459	
	2460	
	2461	
	2462	
	2463	
	2464	
	2465	
	2466	
	2467	
	2468	
	2469	
	2470	
	2471	
	2472	
	2473	
	2474	
	2475	
	2476	
	2477	
	2478	
	2479	
538	2480	WARDEN SERVICES
	2481	
	2482	
	2483	
	2484	
	2485	
	2486	
	2487	
	2488	
	2489	
540	2490	WELFARE—GENERAL SERIES
541	2491	Welfare—AMENITIES
542	2492	Welfare—COUNSELLING
543	2493	Welfare—RELIGION
544	2494	Welfare—SPORTS and RECREATION
	2495	
	2496	
	2497	
	2498	
549	2499	

(S.6-2 years)

Part I

Section IV

BUILDINGS, LANDS and PROPERTIES

PRIMARY NUMBERS

2500 – 2999

Section IV is concerned with the subject requirements involving the acquisition of accommodation through purchase or rental of existing buildings and lands, or through the construction of new buildings.

These properties are altered, developed and maintained according to the particular needs of departments and agencies. Other topics include related matters such as utilities, fire prevention, use of buildings and lands through to the disposal of the properties when they are no longer required.

2500 – BUILDINGS, LANDS and PROPERTIES – 2999**G.R.D.S.
Periods.**

550	2500	BUILDINGS, LANDS and PROPERTIES—GENERAL SERIES (For subjects not shown)	
	2501		
	2502		
	2503		
	2504		
552	2505	ACCOMMODATION—GENERAL SERIES	(S.2- *)
553	2506	Accommodation--OFFERS	(S.2-5 years)
554	2507	Accommodation--PLANNING and REQUIREMENTS	(S.2-3 years)
	2508		
	2509		
	2510		
	2511		
	2512		
	2513		
	2514		
	2515		
	2516		
	2517		
	2518		
	2519		
556	2520	BUILDINGS--ACQUISITION--GENERAL SERIES	(S.2- *)
557	2521	Buildings--Acquisition--CONSTRUCTION	(S.2-5 years*)
558	2522	Buildings--Acquisition--Construction--CONSULTANT SERVICES	(S.2-5 years*)
559	2523	Buildings--Acquisition--LEASES	(S.2-5 years*)
560	2524	Buildings--Acquisition--PURCHASES	(S.2-5 years*)
561	2525	Buildings--Acquisition--TRANSFERS	(S.2-5 years*)
	2526		
	2527		
	2528		
	2529		
563	2530	Buildings--ADDRESSES and LOCATIONS	
	2531		
	2532		
	2533		
	2534		
565	2535	Buildings--ALTERATIONS and REPAIRS	(S.2- *)
	2536		
	2537		
	2538		
	2539		
	2540		
	2541		
	2542		
	2543		
	2544		
	2545		
	2546		
	2547		
	2548		
	2549		

567	2550	Buildings—DAMAGES	(S.2- *)
	2551		
	2552		
	2553		
	2554		
569	2555	Buildings—DISPOSAL	(S.2-3 years*)
	2556		
	2557		
	2558		
	2559		
	2560		
	2561		
	2562		
	2563		
	2564		
571	2565	Buildings—EVICTION	
	2566		
	2567		
	2568		
	2569		
	2570		
	2571		
	2572		
	2573		
	2574		
573	2575	Buildings—FIRES—GENERAL SERIES	(S.2- *)
574	2576	Buildings—Fires—PREVENTION and PROTECTION	(S.2- *)
575	2577	Buildings—Fires—REPORTS ON	(S.2-2 years*)
	2578		
	2579		
	2580		
	2581		
	2582		
	2583		
	2584		
	2585		
	2586		
	2587		
	2588		
	2589		
577	2590	Buildings—MAINTENANCE—GENERAL SERIES	(S.2-1 year*)
578	2591	Buildings—Maintenance—JANITORIAL SERVICES	(S.2-1 year)
579	2592	Buildings—Maintenance—REDECORATING	(S.2-1 year)
580	2593	Buildings—Maintenance—REPORTS (Inspections)	
	2594		
	2595		
	2596		
	2597		
	2598		
	2599		

- 582 2600 Buildings—PLANS and SPECIFICATIONS (S.2- *)
 2601
 2602
 2603
 2604
 2605
 2606
 2607
 2608
 2609
- 584 2610 Buildings—PROTECTION—GENERAL SERIES (National Survival)
 585 2611 Buildings—Protection—FROM FALL-OUT
 586 2612 Buildings—Protection—From NUCLEAR BLAST
 587 2613 Buildings—Protection—WARNING DEVICES (Sirens)
 2614
 2615
 2616
 2617
 2618
 2619
 2620
 2621
 2622
 2623
 2624
- 589 2625 Buildings—RESIDENTIAL and TOWN PLANNING
 2626
 2627
 2628
 2629
 2630
 2631
 2632
 2633
 2634
- 591 2635 Buildings—STORAGE ACCOMMODATION
 2636
 2637
 2638
 2639
 2640
 2641
 2642
 2643
 2644
 2645
 2646
 2647
 2648
 2649

Note: For PHYSICAL SECURITY Protection see under Section VI.

600	2650	LANDS—GENERAL SERIES	(S.2- *)
	2651		
	2652		
	2653		
	2654		
602	2655	Lands—ACQUISITION—GENERAL SERIES	(S.2- *)
603	2656	Lands—Acquisition—LEASES	
604	2657	Lands—Acquisition—PURCHASES	
605	2658	Lands—Acquisition—TRANSFERS	
	2659		
	2660		
	2661		
	2662		
	2663		
	2664		
	2665		
	2666		
	2667		
	2668		
	2669		
607	2670	Lands—DANGER AREAS	
	2671		
	2672		
	2673		
	2674		
609	2675	Lands—DISPOSAL	(S.2-3 years*)
	2676		
	2677		
	2678		
	2679		
611	2680	Lands—DITCHING and DRAINAGE	(S.2-2 years)
	2681		
	2682		
	2683		
	2684		
613	2685	Lands—ENCROACHMENT	
	2686		
	2687		
	2688		
	2689		
615	2690	Lands—EXCAVATION	(S.2-2 years)
	2691		
	2692		
	2693		
	2694		
617	2695	Lands—FENCING	(S.2-2 years)
	2696		
	2697		
	2698		
	2699		

619	2700	Lands—FLOOD CONTROL	(S.2-3 years)
	2701		
	2702		
	2703		
	2704		
621	2705	Lands—FORESTRY MANAGEMENT	
	2706		
	2707		
	2708		
	2709		
	2710		
	2711		
	2712		
	2713		
	2714		
623	2715	Lands—HISTORICAL SITES and MONUMENTS	(S.2-5 years*)
	2716		
	2717		
	2718		
	2719		
625	2720	Lands—LANDSCAPING (Development)	(S.2-2 years)
	2721		
	2722		
	2723		
	2724		
627	2725	Lands—LETTINGS and CONCESSIONS—GENERAL SERIES	(S.2-3 years*)
628	2726	Lands—Lettings and Concessions—AGRICULTURE	
629	2727	Lands—Lettings and Concessions—BUSINESS and COMMERCIAL	
630	2728	Lands—Lettings and Concessions—FISHING, HUNTING and TRAPPING	
631	2729	Lands—Lettings and Concessions—MINING and DRILLING	
632	2730	Lands—Lettings and Concessions—RIGHTS OF WAY	
633	2731	Lands—Lettings and Concessions—TIMBER RIGHTS	
	2732		
	2733		
	2734		
635	2735	Lands—MAPPING and CHARTING	
	2736		
	2737		
	2738		
	2739		
	2740		
	2741		
	2742		
	2743		
	2744		
637	2745	Lands—PARKING AREAS	(S.2-2 years)
	2746		
	2747		
	2748		
	2749		

639	2750	Lands—PARKS	
	2751		
	2752		
	2753		
	2754		
641	2755	Lands—POLICING and PROTECTION	
	2756		
	2757		
	2758		
	2759		
643	2760	Lands—PRESERVES (Wild Life)	
	2761		
	2762		
	2763		
	2764		
645	2765	Lands—RAILWAY SIDINGS	
	2766		
	2767		
	2768		
	2769		
647	2770	Lands—RANGES and TRAINING AREAS	
	2771		
	2772		
	2773		
	2774		
649	2775	Lands—RECORDS	(S.2- *)
	2776		
	2777		
	2778		
	2779		
651	2780	Lands—RECREATION AREAS	(S.2-2 years)
	2781		
	2782		
	2783		
	2784		
653	2785	Lands—ROADS and STREETS (Highways)	(S.2-2 years)
654	2786	Lands—Roads and Streets—SNOW REMOVAL	
	2787		
	2788		
	2789		
656	2790	Lands—TRESPASSING	
	2791		
	2792		
	2793		
	2794		
658	2795	Lands—TUNNELS	
	2796		
	2797		
	2798		
	2799		

2800
2801
2802
2803
2804
2805
2806
2807
2808
2809
660 2810 Lands—WELLS—GENERAL SERIES
661 2811 Lands—Wells—GAS and OIL
662 2812 Lands—Wells—GAS and OIL PIPELINES
2813
2814
2815
2816
2817
2818
2819
2820
2821
2822
2823
2824
2825
2826
2827
2828
2829
2830
2831
2832
2833
2834
2835
2836
2837
2838
2839
2840
2841
2842
2843
2844
2845
2846
2847
2848
2849

670	2850	UTILITIES—GENERAL SERIES	(S.2-*)
	2851		
	2852		
	2853		
	2854		
672	2855	Utilities—AIR CONDITIONING and VENTILATION	(S.2-2 years*)
	2856		
	2857		
	2858		
	2859		
	2860		
	2861		
	2862		
	2863		
	2864		
674	2865	Utilities—ELECTRIC LIGHT and POWER	(S.2-2 years*)
	2866		
	2867		
	2868		
	2869		
	2870		
	2871		
	2872		
	2873		
	2874		
676	2875	Utilities—GAS	(S.2-2 years*)
	2876		
	2877		
	2878		
	2879		
	2880		
	2881		
	2882		
	2883		
	2884		
678	2885	Utilities—GARBAGE DISPOSAL	(S.2-2 years*)
	2886		
	2887		
	2888		
	2889		
680	2890	Utilities—HEATING SYSTEMS—GENERAL SERIES	(S.2-2 years*)
681	2891	Utilities—Heating Systems—INSPECTIONS	
	2892		
	2893		
	2894		
	2895		
	2896		
	2897		
	2898		
	2899		

	2900		
	2901		
	2902		
	2903		
	2904		
	2905		
	2906		
	2907		
	2908		
	2909		
683	2910	Utilities—P.O.L. INSTALLATIONS	(S.2-2 years*)
	2911		
	2912		
	2913		
	2914		
	2915		
	2916		
	2917		
	2918		
	2919		
685	2920	Utilities—REFRIGERATION SYSTEMS	(S.2-2 years*)
	2921		
	2922		
	2923		
	2924		
	2925		
	2926		
	2927		
	2928		
	2929		
687	2930	Utilities—TELECOMMUNICATIONS INSTALLATIONS	(S.2-2 years*)
	2931		
	2932		
	2933		
	2934		
	2935		
	2936		
	2937		
	2938		
	2939		
	2940		
	2941		
	2942		
	2943		
	2944		
689	2945	Utilities—WATER and SEWERAGE SYSTEMS	(S.2-2 years*)
	2946		
	2947		
	2948		
	2949		

2950

2951

2952

2953

2954

2955

2956

2957

2958

2959

692 2960 **WATERWAYS—GENERAL SERIES**

2961

2962

2963

2964

694 2965 **Waterways—CONSTRUCTION**

2966

2967

2968

2969

696 2970 **Waterways—DREDGING**

2971

2972

2973

2974

2975

2976

2977

2978

2979

2980

2981

2982

2983

2984

2985

2986

2987

2988

2989

2990

2991

2992

2993

2994

2995

2996

2997

2998

699 2999

Part I

Section V

EQUIPMENT and SUPPLIES

PRIMARY NUMBERS

3000 – 3499

Section V covers the functions of procurement, storage and warehousing, issuing, maintaining and repairing and other related subjects through to the ultimate disposal or write-off of obsolete or surplus materials.

3000 — EQUIPMENT and SUPPLIES — 3499

G.R.D.S.
Periods.

700 3000 EQUIPMENT and SUPPLIES—GENERAL SERIES (For subjects not shown)

3001

3002

3003

3004

703 3005 ABUSE, MISUSE and DAMAGE

3006

3007

3008

3009

3010

3011

3012

3013

3014

706 3015 ACCOUNTING and INVENTORIES

(S.3-1 year*)

3016

3017

3018

3019

3020

3021

3022

3023

3024

3025

3026

3027

3028

3029

3030

3031

3032

3033

3034

709 3035 AUTOMATION

3036

3037

3038

3039

3040

3041

3042

3043

3044

3045

3046

3047

3048

3049

712 3050 **CALIBRATION**

3051

3052

3053

3054

715 3055 **CATALOGUING, IDENTIFICATION and LABELLING**

(S.3- *)

3056

3057

3058

3059

3060

3061

3062

3063

3064

718 3065 **CONDEMNATION and DESTRUCTION**

3066

3067

3068

3069

3070

3071

3072

3073

3074

721 3075 **CONSERVATION and PRESERVATION**

3076

3077

3078

3079

3080

3081

3082

3083

3084

724 3085 **CONTROLLED STORES**

3086

3087

3088

3089

3090

3091

3092

3093

3094

3095

3096

3097

3098

3099

	3100	
	3101	
	3102	
	3103	
	3104	
727	3105	DEFECTS and FAILURES
	3106	
	3107	
	3108	
	3109	
	3110	
	3111	
	3112	
	3113	
	3114	
730	3115	DEPRECIATION
	3116	
	3117	
	3118	
	3119	
	3120	
	3121	
	3122	
	3123	
	3124	
733	3125	DESIGN, DEVELOPMENT and RESEARCH—GENERAL SERIES
734	3126	Design, Development and Research—DESIGN CHANGES
	3127	
	3128	
	3129	
	3130	
	3131	
	3132	
	3133	
	3134	
737	3135	DISPOSAL (S.3-1 year*)
	3136	
	3137	
	3138	
	3139	
	3140	
	3141	
	3142	
	3143	
	3144	
740	3145	DRAWINGS and SPECIFICATIONS
	3146	
	3147	
	3148	
	3149	

	3150	
	3151	
	3152	
	3153	
	3154	
	3155	
	3156	
	3157	
	3158	
	3159	
	3160	
	3161	
	3162	
	3163	
	3164	
	3165	
	3166	
	3167	
	3168	
	3169	
	3170	
	3171	
	3172	
	3173	
	3174	
750	3175	INFORMATION (Technical data, manuals)
	3176	
	3177	
	3178	
	3179	
	3180	
	3181	
	3182	
	3183	
	3184	
753	3185	INQUIRIES
	3186	
	3187	
	3188	
	3189	
	3190	
	3191	
	3192	
	3193	
	3194	
756	3195	INSPECTIONS
	3196	
	3197	
	3198	
	3199	

759 3200 **ISSUES—GENERAL SERIES**

760 3201 Issues—SCALES OF

(S.3- *)

3202

3203

3204

3205

3206

3207

3208

3209

3210

3211

3212

3213

3214

3215

3216

3217

3218

3219

3220

3221

3222

3223

3224

3225

3226

3227

3228

3229

765 3230 **LOANS—GENERAL SERIES**

(S.3-1 year*)

766 3231 Loans—TO CONTRACTORS

3232

3233

3234

3235

3236

3237

3238

3239

3240

3241

3242

3243

3244

770 3245 **MAINTENANCE and REPAIRS**

(S.3- *)

3246

3247

3248

3249

	3250	
	3251	
	3252	
	3253	
	3254	
	3255	
	3256	
	3257	
	3258	
	3259	
773	3260	MANUFACTURE and PRODUCTION
	3261	
	3262	
	3263	
	3264	
	3265	
	3266	
	3267	
	3268	
	3269	
	3270	
	3271	
	3272	
	3273	
	3274	
776	3275	MARKING and REGISTRATION (Trade Marks)
	3276	
	3277	
	3278	
	3279	
	3280	
	3281	
	3282	
	3283	
	3284	
	3285	
	3286	
	3287	
	3288	
	3289	
779	3290	MODIFICATION and ALTERATIONS
	3291	
	3292	
	3293	
	3294	
	3295	
	3296	
	3297	
	3298	
	3299	

	3300	
	3301	
	3302	
	3303	
	3304	
	3305	
	3306	
	3307	
	3308	
	3309	
785	3310	PACKING and PACKAGING
	3311	
	3312	
	3313	
	3314	
	3315	
	3316	
	3317	
	3318	
	3319	
	3320	
	3321	
	3322	
	3323	
	3324	
788	3325	PRICES (S.3- *)
	3326	
	3327	
	3328	
	3329	
	3330	
	3331	
	3332	
	3333	
	3334	
	3335	
	3336	
	3337	
	3338	
	3339	
790	3340	PROCUREMENT and PURCHASES—GENERAL SERIES (S.3- *)
791	3341	Procurement and Purchases—CONTRACTS—GENERAL SERIES (S.3-3 years*)
792	3342	Procurement and Purchases—Contracts—TENDERS (S.3-3 years*)
793	3343	Procurement and Purchases—LOCAL PURCHASE ORDERS (S.3-1 year)
794	3344	Procurement and Purchases—Local Purchase REQUISITIONS (S.3-2 years)
	3345	
	3346	
	3347	
	3348	
	3349	

	3350	
	3351	
	3352	
	3353	
	3354	
797	3355	PROTECTION
	3356	
	3357	
	3358	
	3359	
	3360	
	3361	
	3362	
	3363	
	3364	
	3365	
	3366	
	3367	
	3368	
	3369	
	3370	
	3371	
	3372	
	3373	
	3374	
800	3375	QUALITY CONTROL
	3376	
	3377	
	3378	
	3379	
	3380	
	3381	
	3382	
	3383	
	3384	
	3385	
	3386	
	3387	
	3388	
	3389	
805	3390	RECOVERY and RECUPERATION
	3391	
	3392	
	3393	
	3394	
	3395	
	3396	
	3397	
	3398	
	3399	

808 3400 **REPORTS and RETURNS**

3401
3402
3403
3404
3405
3406
3407
3408
3409
3410
3411
3412
3413
3414

815 3415 **SALE OF**

3416
3417
3418
3419

818 3420 **SALVAGE**

3421
3422
3423
3424

821 3425 **SAMPLES**

3426
3427
3428
3429
3430
3431
3432
3433
3434
3435
3436
3437
3438
3439

824 3440 **SPARE PARTS**

3441
3442
3443
3444

827 3445 **STOCKPILING**

3446
3447
3448
3449

830 3450 **STORAGE**

3451

3452

3453

3454

833 3455 **SURPLUS**

3456

3457

3458

3459

3460

3461

3462

3463

3464

836 3465 **TESTS and TRIALS**

3466

3467

3468

3469

839 3470 **TOOLING**

3471

3472

3473

3474

842 3475 **TRAFFIC SHIPMENTS**

3476

3477

3478

3479

3480

3481

3482

3483

3484

3485

3486

3487

3488

3489

845 3490 **WAREHOUSING**

3491

3492

3493

3494

3495

3496

3497

3498

849 3499 **WRITE-OFFS**

(S.3-1 year)

Part I

Section VI

GENERAL SERVICES

PRIMARY NUMBERS

3500 — 3999

Section VI provides for the various subjects relating to the services which support the administrative and managerial offices of a department or agency. These include the production of publications, the various means of communication, library and information services, transportation, security, etc.

3500 – GENERAL SERVICES – 3999**850 3500 GENERAL SERVICES—GENERAL SERIES (For subjects not shown)**

3501
3502
3503
3504
3505
3506
3507
3508
3509
3510
3511
3512
3513
3514
3515
3516
3517
3518
3519

855 3520 BOOKS AND PUBLICATIONS—GENERAL SERIES

856 3521 Books and Publications—COMPILATION and EDITING

(S.5-2 years*)

857 3522 Books and Publications—PRINTING and BINDING

858 3523 Books and Publications—SALE and DISTRIBUTION

3524
3525
3526
3527
3528
3529
3530
3531
3532
3533
3534
3535
3536
3537
3538
3539
3540
3541
3542
3543
3544
3545
3546
3547
3548
3549

3550		
3551		
3552		
3553		
3554		
3555		
3556		
3557		
3558		
3559		
865	3560	COMMUNICATIONS—GENERAL SERIES (S.1- *)
866	3561	Communications—CABLEGRAMS and TELEGRAMS (S.1- *)
867	3562	Communications—CODES and CIPHERS (Cryptography)
868	3563	Communications—FACSIMILE
869	3564	Communications—INTERCOMMUNICATIONS (S.1-6 months)
870	3565	Communications—METHODS and PROCEDURES
871	3566	Communications—RADIO (S.1- *)
872	3567	Communications—TELEPHONE (S.1-6 months)
873	3568	Communications—TELETYPE (S.1-6 months)
874	3569	Communications—TELEX
	3570	
	3571	
	3572	
	3573	
	3574	
	3575	
	3576	
	3577	
	3578	
	3579	
	3580	
	3581	
	3582	
	3583	
	3584	
877	3585	CORRESPONDENCE MANAGEMENT
	3586	
	3587	
	3588	
	3589	
	3590	
	3591	
	3592	
	3593	
	3594	
	3595	
	3596	
	3597	
	3598	
	3599	

880 3600 DATA PROCESSING SERVICES—GENERAL SERIES

881 3601 Data Processing Services—AUTOMATIC

882 3602 Data Processing Services—ELECTRONIC

3603

3604

3605

3606

3607

3608

3609

3610

3611

3612

3613

3614

3615

3616

3617

3618

3619

884 3620 DRAFTING SERVICES

3621

3622

3623

3624

3625

3626

3627

3628

3629

886 3630 DUPLICATING and REPRODUCTION SERVICES

3631

3632

3633

3634

3635

3636

3637

3638

3639

3640

3641

3642

3643

3644

3645

3646

3647

3648

3649

888 3650 **FORMS MANAGEMENT**

3651
3652
3653
3654
3655
3656
3657
3658
3659
3660
3661
3662
3663
3664

890 3665 **INFORMATION SERVICES—GENERAL SERIES**

(See S. 5)

891 3666 Information Services—ADVERTISING and PUBLICITY (News:Posters)
892 3667 Information Services—ARTICLES, MANUSCRIPTS, PAMPHLETS, PUBLICATIONS
893 3668 Information Services—INQUIRIES from PUBLIC (“A” to “Z” Series)
894 3669 Information Services—MOTION PICTURES and SLIDES
895 3670 Information Services—PHOTOGRAPHS and PHOTOGRAPHY
896 3671 Information Services—PRESS CLIPPINGS
897 3672 Information Services—PRESS RELEASES
898 3673 Information Services—RADIO and TELEVISION BROADCASTS

3674
3675
3676
3677
3678
3679
3680
3681
3682
3683
3684
3685
3686
3687
3688
3689

900 3690 **LIBRARY SERVICES—GENERAL SERIES**

(S.1-*)

901 3691 Library Services—BOOKS and PUBLICATIONS
902 3692 Library Services—NEWSPAPERS and PERIODICALS (Subscriptions)
903 3693 Library Services—RECORDINGS
904 3694 Library Services—SLIDES and FILMSTRIPS

3695
3696
3697
3698
3699

3700
3701
3702
3703
3704
3705
3706
3707
3708
3709
3710
3711
3712
3713
3714

906 3715 **MAIL and POSTAL SERVICES**

(S.1- *)

3716
3717
3718
3719
3720
3721
3722
3723
3724

908 3725 **MANAGEMENT SERVICES**

3726
3727
3728
3729
3730
3731
3732
3733
3734
3735
3736
3737
3738
3739

910 3740 **RECORDS MANAGEMENT—GENERAL SERIES**

(S.1- *)

911 3741 **Records Management—DISPOSITION**

3742
3743
3744
3745
3746
3747
3748
3749

915 3750 **SECRETARIAL and STENOGRAPHIC SERVICES**

3751
3752
3753
3754
3755
3756
3757
3758
3759

917 3760 **SECURITY—GENERAL SERIES**

(S.1- *)

3761
3762
3763
3764

919 3765 **Security—BREACHES**

3766
3767
3768
3769

921 3770 **Security—CLEARANCES—GENERAL SERIES**922 3771 **Security—Clearances—DOCUMENTS and PAPERS (For publication)**923 3772 **Security—Clearances—PERSONNEL**

(S.1-5 years*)

924 3773 **Security—Clearances—VISITS**925 3774 **Security—Clearances—VISITORS**

3775
3776
3777
3778
3779

927 3780 **Security—COMMUNICATIONS—GENERAL SERIES**928 3781 **Security—Communications—CODES and CIPHERS**

3782
3783
3784
3785
3786
3787
3788
3789

930 3790 **Security—DOCUMENTS CLASSIFICATION (Reclassification)**

(S.1-2 years)

3791
3792
3793
3794
3795
3796
3797
3798
3799

- 933 3800 Security—IDENTIFICATION METHODS—GENERAL SERIES (S.1- *)
934 3801 Security—Identification Methods—FINGERPRINTING
935 3802 Security—Identification Methods—"I" CARDS and PASSES
3803
3804
3805
3806
3807
3808
3809
937 3810 Security—INDUSTRIAL
3811
3812
3813
3814
939 3815 Security—INFORMATION—GENERAL SERIES
940 3816 Security—Information—EXCHANGE OF
941 3817 Security—Information—RELEASE OF
3818
3819
3820
3821
3822
3823
3824
943 3825 Security—PHYSICAL—GENERAL SERIES (S.1- *)
944 3826 Security—Physical—ALARM SYSTEMS
945 3827 Security—Physical—CONTAINERS (Cabinets, etc.)
946 3828 Security—Physical—DISPOSAL SYSTEMS (Incinerators, Pulpers)
947 3829 Security—Physical—FENCES
948 3830 Security—Physical—GUARDS
3831
3832
3833
3834
950 3835 Security—REGULATIONS and ORDERS
3836
3837
3838
3839
952 3840 Security—REPORTS and RETURNS (Inspections)
3841
3842
3843
3844
954 3845 Security—SUBVERSIVE ACTIVITIES (Sabotage, etc.)
3846
3847
3848
3849

	3850		
	3851		
	3852		
	3853		
	3854		
	3855		
	3856		
	3857		
	3858		
	3859		
958	3860	TRANSLATION SERVICES	
	3861		
	3862		
	3863		
	3864		
	3865		
	3866		
	3867		
	3868		
	3869		
960	3870	TRANSPORTATION—GENERAL SERIES	(S.1- *)
961	3871	Transportation—GENERAL—AIR	
962	3872	Transportation—General—RAIL	
963	3873	Transportation—General—ROAD	
964	3874	Transportation—General—WATER	
	3875		
	3876		
	3877		
	3878		
	3879		
966	3880	Transportation—BAGGAGE (Lost, damaged, unclaimed)	
	3881		
	3882		
	3883		
	3884		
	3885		
	3886		
	3887		
	3888		
	3889		
968	3890	Transportation—EFFECTS—GENERAL SERIES	
969	3891	Transportation—Effects—AIR	
970	3892	Transportation—Effects—RAIL	
971	3893	Transportation—Effects—ROAD	
972	3894	Transportation—Effects—WATER	
	3895		
	3896		
	3897		
	3898		
	3899		

3900		
3901		
3902		
3903		
3904		
3905		
3906		
3907		
3908		
3909		
974	3910	Transportation—FREIGHT—GENERAL SERIES (S.1-2 years*)
975	3911	Transportation—Freight—AIR
976	3912	Transportation—Freight—RAIL
977	3913	Transportation—Freight—ROAD
978	3914	Transportation—Freight—WATER
979	3915	Transportation—Freight—PIPELINES
	3916	
	3917	
	3918	
	3919	
	3920	
	3921	
	3922	
	3923	
	3924	
	3925	
	3926	
	3927	
	3928	
	3929	
980	3930	Transportation—MOTOR—GENERAL SERIES
981	3931	Transportation—Motor—DEPARTMENTALLY OWNED
982	3932	Transportation—Motor—PRIVATELY OWNED
983	3933	Transportation—Motor—REGISTRATION and LICENCES
984	3934	Transportation—Motor—TAXI SERVICES
	3935	
	3936	
	3937	
	3938	
	3939	
	3940	
	3941	
	3942	
	3943	
	3944	
985	3945	Transportation—PERSONNEL—GENERAL SERIES
986	3946	Transportation—Personnel—AIR
987	3947	Transportation—Personnel—RAIL
988	3948	Transportation—Personnel—ROAD
989	3949	Transportation—Personnel—WATER

	3950	
	3951	
	3952	
	3953	
	3954	
992	3955	TYPING and TRANSCRIBING SERVICES
	3956	
	3957	
	3958	
	3959	
	3960	
	3961	
	3962	
	3963	
	3964	
	3965	
	3966	
	3967	
	3968	
	3969	
	3970	
	3971	
	3972	
	3973	
	3974	
995	3975	
	3976	
	3977	
	3978	
	3979	
	3980	
	3981	
	3982	
	3983	
	3984	
	3985	
	3986	
	3987	
	3988	
	3989	
	3990	
	3991	
	3992	
	3993	
	3994	
	3995	
	3996	
	3997	
	3998	
999	3999	

Part I

PRIMARY NUMBERS

4000 – 4999

Unallotted

PAGE NUMBERS

40A – 49B

Unallotted

Part II

OPERATIONAL SUBJECTS

PRIMARY NUMBERS

5000 – 9999

This part will be used by each department or agency for its OPERATIONS as required and applicable. Page Numbers 50A – 99B.

Part III

CODES

<u>Section</u>	<u>Type</u>	<u>Code Numbers</u>
I	DEPARTMENT OR AGENCY ORGANIZATION	1/0 up
II	OTHER GOVERNMENT ORGANIZATIONS	?? /0 up
III	OTHER ORGANIZATIONS, GEOGRAPHIC, POLITICAL, LOCATION DIVISIONS, ITEMS OF EQUIPMENT and SUPPLY, Etc.	?? /0 up

Codes

SECTION I

DEPARTMENT or AGENCY ORGANIZATION

I. BASIS

The codes for identifying components of the organization of a department or agency will be based on the official ORGANIZATION CHART.

II. FIRST METHOD – NUMERICALLY

Numbers commencing at – “1” – are assigned for the major branches and/or divisions. These branches/divisions are then allotted further numbers to identify sections, units, etc. within each of the branches/divisions. Such secondary numbers are brought together with the first numbers by means of an oblique stroke – “/”.

III. THE ZERO

The zero is always used to indicate the complete specific organization or organizational component. The whole is then divided into its lesser parts by the use of numbers in sequence or of alpha-numbers after the oblique stroke.

IV. EXAMPLES – NUMERICALLY

DEPARTMENT or AGENCY (as a whole)	is assigned	1/0
FIRST MAJOR BRANCH/DIVISION (e.g. Branch “A”)	is assigned	2/0*
NEXT MAJOR BRANCH/DIVISION (e.g. Branch “B”)	is assigned	3/0
BRANCH “A”		2/0*
– 1st Division of Branch “A”		2/1
– 2nd Division of Branch “A”		2/2
– 3rd Division of Branch “A”		2/3
– Etc.		

As many identifying numbers before the oblique stroke will be assigned as there are homogeneous branches, divisions, sections, units, field offices and any other related components within the particular department or agency. This may come to ten, twenty or fifty dependent upon the size and structure of the organization.

V. FURTHER DETAILED EXAMPLES

DEPARTMENT OF RECORDS	1/0
D. of R. – Minister’s Office	2/0
– Deputy Minister’s Office	3/0
– Administration Branch	4/0
– “B” Branch	5/0
– “C” Branch	6/0
– “D” Branch	7/0
– No. 1 Division	7/1
– No. 1 Division – Section 1	7/11
– No. 1 Division – Section 2	7/12
– No. 1 Division – Section 3	7/13

— No. 2 Division —	7/2
— Section 1	7/21
— Section 2	7/22
— Section 3	7/23

The extension to two numbers after the oblique stroke will only be capable of application when no one branch has any more than nine (9) divisions or when no one division has more than nine (9) sections.

OR for a larger complex —

DEPARTMENT OF RECORDS	1/0
D. of R. — Minister's Office	2/0
Deputy Minister's Offices	3/0
D.M.O. — Associate Deputy Minister's Office	3/1
— Assistant Deputy Minister's Office	3/2
or	
Deputy Minister's Office	3/0
Associate Deputy Minister's Office	4/0
Assistant Deputy Minister — Administration	5/0
Assistant Deputy Minister — Operations	6/0
— "A" Branch	7/0
— "B" Branch	8/0
— "C" Branch	9/0
— "D" Branch	10/0
— "E" Branch etc. to	11/0
— "H" Branch	14/0
— Field Offices in Canada	20/0
— Field Office, Toronto	20/T50
— Field Offices Outside Canada	25/0
— Field Office, London, England	25/L185
— Etc.	

With reference to the two alpha-codes — 20/T50 and 25/L185, the alpha-numbers would be allotted from another coding system for cities and towns wherein the codes —

T50 identifies "Toronto, Ontario" and

L185 identifies "London, England".

VI. SECOND METHOD — ALPHABETICALLY

The role of the numbers placed before the oblique stroke in the above method may be substituted for by the use of letters of the alphabet to identify the type of organizational component. A single letter may be suitable but two letters will give more permutations.

VII. EXAMPLES — ALPHABETICALLY

MO	Minister's Office
DM	Deputy Minister's Office
AD	Administration Branch
FO	Field Offices (both Canada and abroad)

SECTION II

OTHER GOVERNMENT ORGANIZATIONS

I. NUMERICALLY

By following the system briefly outlined above in Section I, codes for all the various departments, agencies, commissions, boards, committees, etc. may be similarly organized to follow after the last allotted code number for the particular department or agency applying the system.

II. EXAMPLES

AGRICULTURE	50/ or 75/ or 100/A1
AIR TRANSPORT COMMITTEE	100/A2
ATLANTIC DEVELOPMENT BOARD	/A3
ATOMIC ENERGY CONTROL BOARD	/A4
AUDITOR GENERAL'S OFFICE	/A5
BANK OF CANADA	100/B1
BOARD OF BROADCAST GOVERNORS	/B2
BUREAU OF GOVERNMENT ORGANIZATION	/B3
VETERANS AFFAIRS	100/V1
(COMMITTEES)	105/
Advisory Council on Public Records	105/A1

III. ALPHABETICALLY

By assigning letters such as "FD" to mean "Federal Departments", the coding may be:—

AGRICULTURE	FD/A1
AIR TRANSPORT COMMITTEE	FD/A2
to	
another letter code of "CO" for "Committees"	
Advisory Council on Public Records	CO/A1

SECTION III

OTHER ORGANIZATIONS, GEOGRAPHICAL, POLITICAL, LOCATION DIVISIONS

I. NUMERICALLY

Again by following the same numerical system, code numbers for other organizations, etc. are allotted after the last number allocated for Section II requirements.

II. EXAMPLES

COMPANIES, CORPORATIONS, FIRMS – Generally	150/0
A–1 Company Ltd	150/A1
A–2 Company Ltd	150/A2
to	
Z–9 Company Ltd	150/Z9
PROVINCES – Generally	160/0
– Newfoundland	160/1
– Nova Scotia	160/2
to	
– British Columbia	160/10
FOREIGN COUNTRIES – Generally	165/0
–	
– Great Britain	165/G5
– Yemen	165/Y1
CITIES and TOWNS – Generally	200/0
– Toronto	200/T50
– London, England	200/L185
– London, Ontario	200/L186

III. OTHER METHODS

For a small organization, an alphabetical listing may be suitable wherein the differentiation of the types of organizations, divisions and locations etc. is not of major significance. A suggested list follows as examples:—

AS/	– Associations, Clubs, Societies, etc.
CF/	– Companies, Corporations, Commercial Firms
CO/	– Committees, Boards, Councils, Sub-committees, Panels
CT/	– Cities and Towns
FC/	– Foreign Countries
FD/	– Federal Departments
GB/	– Great Britain (where the need for a detailed list exists)
PR/	– Provinces
UN/	– Universities
US/	– United States of America (as with Great Britain)
Etc.	
Etc.	

IV. SOURCES FOR COMPILATION

There exist many sources for assisting in the organization of a code system. Some of these are:—

- A. The Canadian Post Office List gives an alphabetical arrangement of cities and towns in Canada. The particular requirements may be extracted therefrom and additional requirements overseas inserted appropriately;
- B. The Federal Government Telephone Book provides an alphabetical list of departments, agencies, boards, etc.;
- C. An up-to-date gazeteer will be a source for a list of countries;
- D. The Cutter system may be capable of application;
- E. Equipment catalogues will be an aid for items of equipment and supply.

Planning and logical ingenuity will solve most of the requirements for a code system adapted to the peculiar needs of the particular organization.

Part IV

LIST OF SAMPLE FILES

Primary subject numbers for Alternative No. 1 are shown immediately after the recommended four numeral numbers.

LIST OF SAMPLE FILES

	Preface Reference
1000 — 100— ADMINISTRATION — GENERAL SERIES	
1 (Note: This file would NEVER be created)	
2 Correspondence Referred to Other Departments for Action	XVI
3 Unsolicited Information	XVI
4 Daylight Saving Time	XVI
1001 — 101— ORGANIZATION	
0 Policy	XIV
1 Generally	XV
Codes As suggested in PART III	XVIII
e.g. —	
1/0 Of the Department	
2/0 Minister's Office	
3/0 Deputy Minister's Office	
1010 — 104— ACCIDENTS — GENERAL SERIES	
0 Not made	
1 Not made	
Jones, A Accident to Mr. A. Jones (Non-employee)	
Smith, J Accident to Mr. J. Smith (Non-employee)	
1011 — 105— ACCIDENTS — AIRCRAFT	
0 Policy	XIV
1 Generally	XV
2 Returns and Summaries — Generally	XVI
2-1 Returns and Summaries — Annual	XVII
2-2 Returns and Summaries — Quarterly	XVII
2-3 Returns and Summaries — Monthly	XVII
3 Forced Landings	XVI
4 Bird Hazards	XVI
1016 — 110— ACCIDENTS — PREVENTION and SAFETY	
1 Generally	XV
2 Posters, Bulletins and Literature	XVI
3 Safety Films	XVI
4 Safety Devices	XVI
5 Driver Testing	XVI
6 Vehicle Testing — Generally	XVI
6-1 Vehicle Testing — Compulsory	XVII
6-2 Vehicle Testing — Voluntary	XVII
7 Safe Driving Week	XVI

1125 – 140– CAMPAIGNS and CANVASSING – GENERAL SERIES

1	Generally	XV
2	Canadian Arthritic and Rheumatism Society	XVI
3	Canadian Heart Fund	XVI
4	Salvation Army	XVI
5	Poppy Day	XVI

1127 – 142– CAMPAIGNS and CANVASSING – CANADA SAVINGS BONDS

1	Generally	XV
65	1965 Series	XVI
66	1966 Series	XVI

1140 – 147– CEREMONIES and CELEBRATIONS – GENERAL SERIES

1	Generally	XV
2	Queen's Birthday	XVI
3	Governor General's New Year Day Levee	XVI
4	Opening of Parliament	XVI

1165 – 155– COMMITTEES – GENERAL SERIES

1	Generally	XV
2	List of Departmental Members of	XVI
CO/C1	Canadian Government Specifications Board	XVIII
CO/C1-18	” ” – Committee on Paper Products	XVIII
CO/C1-73	” ” – Committee on Safety Colour Codes	XVIII
CO/A1	Advisory Council on Public Records	

Note: or the codes may be by numbers: see PART III. The sub-numbers of CO/C1 identify and are the same as the CGSB committee number.

1275 – 186– FLAGS and COLOURS

1	Generally	XV
2	The Canadian Flag	XVI
3	Vehicle Pennants	XVI
4	Queen's Colours	XVI
5	Flying of Flags	XVI
6	Disposal of Federal Supplies of Former Flags	XVI

1385 – 212– MAPS, CHARTS and PHOTOGRAPHS

1	Generally	XV
2	Aerial Maps – Generally	XVI
2-1	Aerial Maps – Production of	XVII
2-2	Aerial Maps – Index Identification	XVII
2-3	Aerial Maps – Distribution	XVII
2-4	Aerial Maps – Sale to Public	XVII
3	Nautical Charts	XVI

1490 – 245– VISITS and TOURS – GENERAL SERIES

0	Policy	XIV
1	Generally	XV
2		

1491 – 246– VISITS and TOURS – FROM

0	(Not applicable)	
1	(Not applicable)	
2	The Royal Family – Generally	XVI
2-1	The Royal Family – The Queen 1964	XVII
2-2	The Royal Family – The Queen 1967	XVII
2-3	The Royal Family – Prince Philip 1966	XVII
FD/0	Other Government Departments Generally	XVIII
FD/A1	Department of Agriculture	XVIII
FC/0	Foreign Countries – Generally	XXIII
FC/G5	Great Britain	XXIII

(or by numbered codes, e.g. – 165/G5 as mentioned in PART III)

(or by the name of the visitor if importance warrants this treatment).

1500 – 250– FINANCE – GENERAL SERIES

0	Policy	XIV
2	Control of Expenditures	XVI
3	Financial Aspects of Glassco Report	XVI
4	Financial Terms	XVI
FO/0	Field Offices – Generally	XVIII
FO/1	Field Office – Newfoundland	
FO/2	Field Office – P.E.I.	
FO/3	– Nova Scotia	
FO/4	– New Brunswick	
FO/5	– Quebec	or RO/ for Regional Offices
FO/6	– Ontario	
FO/7	– Manitoba	or by a number identifying
FO/8	– Saskatchewan	Field Offices.
FO/9	– Alberta	
FO/10	– British Columbia	
FO/11	– Yukon	

1545 – 273– AGREEMENTS and ARRANGEMENTS (Financial)

0	Policy	XIV
1	Generally	XV
2	NATO Infrastructure – Generally	XVI
2-1	” ” – Denmark	XVII
2-2	– France	XVII
2-3	– Portugal	XVII
2-4	– Great Britain	XVII
2-5	– United States	XVII

or by codes for countries, e.g.

2	NATO Infrastructure – Generally	
2-FC/D1	” ” – Denmark	
2-FC/F7	– France	
2-FC/P17	– Portugal	
2-FC/G5	– Great Britain	
2-FC/U22	– United States	

1730 – 325– ESTIMATES and BUDGET – GENERAL SERIES

1	Generally	XV
2	Development	XVI
3	Research	XVII
64	Year 1964-65	XVII
65	Year 1965-66	
66	Year 1966-67	

2000 – 400– PERSONNEL – GENERAL SERIES

0	Policy	XIV
1		
2	Census	XVI
3	Exemptions from Public Service Act	XVI
4	Municipal and Civil Offices – Public Servants	
5	Employees Taking Part in Civic Issues	
Codes	A code file for each establishment component	

2442 – 527– TRAINING – PUBLIC SERVICE COURSES

0	Policy	XIV
1	Generally	XV
2	Theory of Office Management	XVI
3	Senior Course in Public Administration	XVI
4	Typing and Stenographic Courses	
5	Government Administration	

2521 – 557– BUILDINGS – ACQUISITION – CONSTRUCTION

1	Generally	XV
2	Contracts	XVI
3	Construction Materials	XVI
4	Soil Mechanics	XVI
4-1	Soil Mechanics – Piling	XVII
5	Foundations	
6	Floors – Generally	XVI
6-1	Cement Floors	XVII
6-2	Hardwood Floors	XVII
7	Plumbing	XVI
8	Lighting Fixtures	XVI
9	Roofs	
10	Doors	
11	Elevators	

2576 – 574– BUILDINGS – FIRES – PREVENTION and PROTECTION

1	Generally	XV
2	Fire Drills	XVI
3	Annual Fire Prevention Program	XVI
4	Safety Engineering	XVI
5	Fire Fighting Equipment	XVI
5-1	Fire Fighting Equipment – Inspections	XVII

3000 – 700– EQUIPMENT and SUPPLIES – GENERAL SERIES

2	Guide for Materiel Management in Canadian Government	XVI
3	Standing Offer Agreements	
4		
5		
6		
7		
8		
9		
10	Hand Tools – Generally	XVI
10-1	Hand Tools – Hammers	XVII
10-2	Hand Tools – Saws	
10-3	Hand Tools – Levels	&
10-4	Hand Tools – Screwdrivers	X
11	Office Machines – Generally	XVI
11-1	Office Machines – Comptometers	XVII & X
11-2	Office Machines – Typewriters	
12	Furniture – Generally	
12-1	Furniture – Desks	
12-2	Furniture – Chairs	
12-3	Furniture – Bookcases	XVII & X

3015 – 706– ACCOUNTING and INVENTORIES

0	Policy	XIV
1	Generally	XV
2		
3		
4		
5		
6		
7		
8		
9		
10	Hand Tools	
10-1	Hand Tools – Hammers	
10-2	Hand Tools – Saws	
10-3	Hand Tools – Levels	
10-4	Hand Tools – Screwdrivers	
11	Office Machines	
12	Furniture	

3055 – 715– CATALOGUING, IDENTIFICATION and LABELLING

1	Generally	XV
2		
3		
4		
5		
6		
7		
8		
9		
10	Hand Tools – Generally	XVI
10-1	Hand Tools – Hammers	XVII
11	Office Machines – Generally	XVI
12	Furniture – Generally	

3499 – 849– WRITE-OFFS

1	Generally	XV
2	Returns to Treasury Board	
3	Quarterly Reports	

3560 – 865– COMMUNICATIONS – GENERAL SERIES

0	Policy	XIV
1	Generally	XV
2	Official Time Signals	XVI
3	Effect of Nuclear Explosions on	
4	Research	

3567 – 872– COMMUNICATIONS – TELEPHONES

1	Generally	XV
2	Precedence	XVI
3	Radiophones	
4	Secure Lines	
5	Long Distance Calls	
6	Transatlantic Calls	
7	Directories – Generally	XVI
7-1	Directory – Government	XVII
7-2	Directory – Ottawa	XVII

3585 – 877– CORRESPONDENCE MANAGEMENT

1	Generally	XV
2	Channels of Communication	XVI
3	Instructions re Submissions to T.B.	
4	Form Letters	
5	Guide Letters	
6	Glossary of Terms	

3740 – 910– RECORDS MANAGEMENT – GENERAL SERIES

1	Generally	XV
2	File Classification System	XVI
3	Personnel Files – Generally	XVI
3-1	Personnel Files to Other Departments	XVII
3-2	Personnel Files to PARC	XVII
4	Records Surveys	
5	Essential Records	
6	Microfilming of Records	

3890 – 968– TRANSPORTATION – EFFECTS – GENERAL SERIES

0	Policy	XIV
1	Generally	XV
2	Storage in Transit	XVI
3	Long Term Storage	XVII
4	Local Moves	
5	Roster of Moving Companies	
6	Observations	
7	Losses in Transit	
8	Damage in Transit	

Part V

INDEX

INDEX

A

ABBREVIATIONS:	1005	ADVANCES:	
ABSENCE:		--Travel	1970
--Generally	2290	ADVERTISING:	
--Absentees	2136	--Employment Campaigns	2166
--Deserters	2136	Finance	1511
ABUSE:		--Information	3666
--Equipment	3005	AFFILIATIONS:	1040
ACADEMIC:		AGE:	2170
--Training	2441	AGENDA:	1166
ACCIDENTS:		AGREEMENTS:	
--Generally	1010	--Generally	1030
--Aircraft	1011	--Federal-Provincial	1031
--Explosives	1012	--Finance	1545
--Personnel	2005	AGRICULTURE:	2726
--Prevention	1016	AID(s):	
--Railway	1013	--Civil Power	1242
--Ships	1014	--Legal	1370
--Vehicles	1015	--Training	2444
ACCOMMODATION:		AIR:	
--Generally	2505	--Accidents	1011
--Allocation of Space	2507	--Conditioning	2855
--Offers	2506	--Transportation--Generally	3871
--Planning	2507	--Effects	3891
--Requirements	2507	--Freight	3911
ACCOUNT(s) (ing):		--Personnel	3946
--Generally	1505	ALARMS:	2613:3826
--Costing	1635	ALCOHOLISM:	2225
--Equipment and Supplies	3015	ALLEGIANCE:	2325
--Payable	1510	ALLOCATIONS:	
--Procedures	1525	--Finance	1550
--Receivable	1530	--Travel	1973
--Uncollectible	1535	ALLOTMENT:	
ACCREDITATIONS:	2010	--Control	1550
ACHIEVEMENT:	2042	Salaries	2402
ACQUISITION:		ALLOWANCES:	
--Buildings--Generally	2520	--Generally	1555
--Construction	2521	--Entertainment	1556
--Leases	2523	--Foreign Service	1557
--Purchases	2524	--Isolated	1558
--Transfers	2525	--Northern	1558
--Lands--Generally	2655	--Risk	1559
--Leases	2656	--Subsistence	1560
--Purchases	2657	ALTERATIONS:	
--Transfers	2658	--Buildings	2535
--Sites	2655	--Equipment	3126:3290
ACTS:	1020	AMENITIES:	2491
ADDRESSES:		AMUSEMENT:	
--Buildings	2530	--Taxes	1951
--Corporations	1200	ANALYSIS:	
--Personnel	2150	--Job	2081
ADMINISTRATION:			
--Generally	1000		
--Organization	1001		
--Training	2442		

ANNUAL:	
–Increments	2401
–Reports	1445
APPEALS:	
–Personnel	2015
–United Charities	1128
APPLICATIONS:	2167
APPOINTMENTS:	
–Generally	2020
–Honorary	2021
–Permanent	2022
–Term	2023
APPRAISALS:	2190
APPRECIATION:	1050
ARBITRATION:	
–Collective Bargaining	2404
–Labour Matters	1360
ARTICLES:	3667
ARTS:	
–Generally	1060
–Fine	1061
–Performing	1061
–War	1062
ASSESSMENT:	2190
ASSISTANCE:	
–Capital	1600
ASSOCIATIONS:	1070
ATTENDANCE:	2030
ATTORNEY, Power of:	1370
AUCTIONS:	1531
AUDITS:	1570
AUTOMATION:	
–Data Processing Services	3600
–Equipment	3035
AUTOMOBILES:	
–Departmental	3931
–Licences	3933
–Personal	3932
AWARDS:	
–Generally	2035
–Incentive	2039
–Investitures	2038
–Long Service	2040
–Merit	2041
–Outstanding	2042
–Suggestions	2043

B

BADGES:	1080
BAGGAGE:	3880
BANKS(ing):	1585
BARGAINING:	2404

BENEFITS:	
–Death	2266
BICULTURALISM:	1211
BILINGUALISM:	1211
BILLS of EXCHANGE:	1570
BINDING:	3522
BIOGRAPHIES:	2060
BLASTS:	2612
BLOOD:	1126
BOARDS:	
–Committees	1165
–Of Inquiry	1095
BONDS(ing):	
–Canada Savings	1127
–Financial	1595
BOOKS:	
–Library Services	3691
–Office Services	3520
–Personnel Amenities	2491
BOUNDARIES:	2655
BREACHES:	3765
BRIEFINGS:	1105
BROADCASTS:	3673
BUDGET:	1730
BUILDINGS:	
–Generally	2500 series
–Acquisition	2520 series
–Opening	1142
BURIALS:	2120
BURSARIES:	2447
BUSINESSES:	2727

C

CABLES:	3561
CAFETERIA:	1115
CALIBRATION:	3050
CAMPAIGNS:	
–Generally	1125
–Blood Donations	1126
–Canada Savings Bonds	1127
–Employment	2166
–United Appeals	1128
CANTEENS:	1115
CANVASSING:	1125
CAPITAL ASSISTANCE:	1660
CARDS:	
–Greeting	1050
–Identity	3802

CASH ACCOUNT:	1512	CLUBS:	1070
CASUALS:		COATS OF ARMS:	1080
–Employment	2168	CODES:	
–Salaries and Wages	2403	–Generally	3562
CASUALTIES:	2005	–Finance	1625
CATALOGUING:		–Security	3781
–Equipment	3065	COLLECTIVE BARGAINING:	2404
–Library Services	3690	COLLISIONS:	1010 series
CELEBRATIONS:	1140	COLOURS:	1275
CENSORSHIP:	1135	COMMENDATIONS:	2035 series
CENTENNIAL:	1141	COMMISSIONS:	
CEREMONIES:		–International	1331
–Generally	1140	–Royal	1412
–Centennial	1141	COMMITTEES:	
CHANGES:		–Generally	1165
–Equipment Design	3126	–Agenda and Minutes	1166
CHANNELS of COMMUNICATION:	3585	COMMUNICATIONS:	
CHAR SERVICES:	2591	–Generally	3560
CHARITIES:	1128	–Cables	3561
CHARTS:		–Channels of	3585
–Generally	1385	–Ciphers	3562
–Establishment	2185	–Codes	3562
–Lands	2735	–Facsimile	3563
CHEQUES:	1610	–Installations	2930
CHRISTMAS:		–Intercommunications	3564
–Cards	1051	–Methods	3565
–Functions	2494	–Procedures	3565
CIPHERS:		–Radio	3566
–Generally	3562	–Security	3780
–Security	3781	–Telephone	3567
CITATIONS:	2035 series	–Teletype	3568
CITIZENSHIP:		–Telex	3569
–Generally	1150	COMPANIES:	1200
–Deportation	1150	COMPENSATION:	
–Extradition	1150	–Workmen's	2006
CIVIL:		COMPETITIONS:	
–Generally	1155	–Public Service	2090
–Aid to Civil Power	1242	–Recreational	2494
–Defence	1241	COMPLAINTS:	
–Service Courses	2442	–Generally	1175
CLAIMS:		–Personnel	2015
–Generally	1615	CONCESSIONS:	2725 series
–By the Crown	1616	CONDEMNATION:	3065
–Expense	1975:1976	CONDITIONS:	
–Versus the Crown	1617	–Employment	2169
CLASSIFICATION:		CONDOLENCES:	2005:2120
–Personnel	2080	CONDUCT:	2137
–Reclassification	2355	CONFERENCES:	
–Security	3790	–Generally	1180
CLINICS, Blood:	1126	–Committees	1165
CLIPPINGS:	3671	CONGRATULATIONS:	
		–Greetings—Cards	1050:1051
		CONGRESSES:	1180

CONSTRUCTION:	
–Buildings	2521
–Consultants	2522
–Waterways	2965
CONSULTANTS:	
–Construction	2522
–Fees	1750
–Personnel	2100
CONTESTS:	2494
CONTRACTORS:	
–Loans to	3231
CONTRACTS:	
–Equipment	3341
–Finance	1630
CONTROL:	
–Allotment	1550
–Controlled Stores	3085
–Flood	2700
CO-OPERATION:	1195
CORPORATIONS:	1200
CORPS of COMMISSIONAIRES:	2105
CORRESPONDENCE:	
–Channels of Communication	3585
–Conduct of	3585
–Management	3585
COSTING:	1635
COUNSELLING:	2492
COURSES—Use subject type primary	2440
COURTS:	
–Inquiry	1095
–Legal	1370
CREDENTIALS:	2010
CREDIT:	1645
CRESTS:	1080
CRIMES:	
–Legal Matters	1370
–Personnel	2137
CRYPTOGRAPHY:	3562
CULTURES:	1210
CUPS:	2494
CURRENCY:	
–Generally	1650
–Foreign	1651
CUSTOMS:	
–Cultures	1210
–Excise	1670 series

D

DAMAGES:	
–Equipment	3005
–Property Buildings	2550

DANGER AREAS:	2670
DATA:	
–Automatic Processing	3600
DEATH:	
–Generally	2120
–Insurance Benefit	2266
–Insurance Life	2269
DEBTS:	
–Finance	1535
–Personnel	2125
DECORATIONS:	2036
DEDUCTIONS:	2405
DEFECTS:	3105
DEFENCE:	
–Generally	1225
–Civil	1241
DEMONSTRATIONS:	
–Displays	1260
–Riots	1242
DEMOTIONS:	2138
DEPORTATION:	1150
DEPOSITS:	1585
DEPRECIATION:	3115
DESERTERS:	2146
DESIGN:	
–Buildings	2600
–Equipment	3125
DESIGNATIONS:	1005
DESTRUCTION:	3065
DEVELOPMENT:	
–Equipment	3125
–Lands	2720
DIRECTIVES:	1440
DISABILITY:	2225
DISASTERS:	1243
DISCHARGES:	2390
DISCIPLINE:	
–Generally	2135
–Absentees	2136
–Conduct	2137
–Demotions	2138
–Deserters	2136
–Morals	2137
–Reprimands	2139
–Suspensions	2140
DISCREPANCIES:	1670
DISMISSALS:	2390
DISPLAYS:	1260

DISPOSAL:	
–Buildings	2555
–Equipment	3135
–Lands	2675
–Records	3741
DISPUTES:	1360
DISTRIBUTION:	
–Books	3523
–Equipment	3200
DITCHING:	2680
DOCUMENTS:	
–Personnel	2150
–Security Classification	3790
–Security Clearance	3771
DONATIONS:	
–Generally	1285
–Blood	1126
–Charitable	1128
DRAINAGE:	2680
DRAWINGS:	
–Buildings	2600
–Equipment	3145
DREDGING:	2970
DUPLICATING:	3630
DUTIES:	
–Customs	1690
–Personnel	2081

E

EASEMENTS:	2730
ECONOMICS:	1705
EDITING:	3521
EDUCATION:	2441
EFFECTS:	
–Transportation	3890
–Transportation Expenses	1975
EFFICIENCY:	2190
ELECTIONS:	1431: 1432
ELECTRIC:	
–Light and Power	2865
ELIGIBLE:	2091
EMBLEMS:	1080
EMERGENCIES:	
–Generally	1240
–Aid to Civil Power	1242
–Civil Defence	1241
–Demonstrations	1242
–Disasters	1243
–Evacuation	1244
–Floods	1243
–Forest Fires	1243

–Planning	1245
–Survival	1245
EMPLOYMENT:	
–Generally	2165
–Advertising Campaigns	2166
–Applications	2167
–Casual	2168
–Conditions	2169
–Extensions	2170
–Outside	2171
–Prevailing Rates	2172
–Professional	2173
–Scientific	2174
–Staff Requisitions	2175
–Summer	2176
ENCROACHMENTS:	2685
ENCUMBRANCES:	1720
ENTERTAINMENT:	
–Generally	2494
–Departmental	2494
–Financial Allowances	1556
–Personnel Amenities	2491
EQUIPMENT:	3000 series
ESSENTIAL RECORDS:	3740
ESTABLISHMENT:	
–Generally	2185
–Charts	2185
ESTIMATES:	
–Generally	1730
–Supplementary	1731
EVACUATION:	1244
EVALUATION:	2190
EVICTON:	2565
EXAMINATIONS:	
–Competitions	2090
–Training – Use subject primary	2440
EXCAVATIONS:	2690
EXCHANGE:	
–Bills of	1590
–Foreign	1651
–Information Security	3815
–Personnel	2195
–Property	2525: 2658
EXCISE:	1690
EXERCISES	1255
EXHIBITIONS:	1260
EXPEDITIONS:	1265
EXPENDITURES:	
–Generally	1740
–Travel	1973
EXPENSES:	1973:1974
EXPLOSIVES:	
–Accidents	1012

EXPORTS:	1691
EXPOSITIONS:	1260
EXTENSIONS:	2170
EXTRADITION:	1150

F

FACSIMILE:	3563
FAILURE:	
–Equipment	3105
FAIRS:	1260
FALL-OUT:	2611
FEDERAL:	
–Acts	1021
–Elections	1432
–Provincial Agreements	1031
–Taxes	1952
FEES:	1750
FELLOWSHIPS:	2447
FENCING:	2695
FILMS:	
–Information	3669
–Library	2674
–Personnel Amenities	2491
FINANCE:	1500 series
FINE ARTS:	1061
FINES:	2405
FIRES:	
–Generally	2575
–Forest	1243
–Prevention	2576
–Protection	2576
–Reports	2577
FIRMS:	1200
FISHING:	2728
FLAGS:	1275
FLOODS:	
–Control	2700
–Disasters	1243
FOREIGN:	
–Acts	1022
–Allowances	1557
–Currency	1651
–Missions	1331
–Personnel in Canada	2210
FORESTRY:	
–Fires	1243
–Management	2705
FORFEITURES:	2405
FORMS MANAGEMENT:	3650

FREIGHT:	3910 series
--------------------	-------------

FUNDS:	
–Generally	1765
–Hospitality	1766
–Non-public	1767
–Refunds	1768
–Trust	1769

FUNERALS:	2120
---------------------	------

G

GALLERIES:	1395
GAMBLING:	2137
GAME PRESERVES:	2760
GARBAGE:	2885
GAS:	
–Concessions	2729
–Utilities	2875
–Wells	2811
GASOLINE:	2910
GENERAL SERVICES	3500 series
GIFTS:	1285
GRANTS:	
–Finance	1790
GRAZING:	2726
GREETINGS:	1050: 1051
GRIEVANCES:	2015
GROUNDINGS:	1014
GROUNDS:	2650 series
GUARDS:	3830

H

HEALTH:	2225
HEATING:	2890
HIGHWAYS:	2785
HISTORY:	
–Generally	1305
–Personnel	2060
–Personnel – Security	3772
–Sites	2715
HOBBIES:	2494
HOLIDAYS:	2290
HONORARY:	2021
HOSPITALITY FUND:	1766
HOSPITALIZATION:	2268
HOURS OF WORK:	2235
HUMAN SUBJECTS:	2245
HUNTING:	2728

I

IDENTIFICATION:	
– Equipment	3055
– Fingerprinting	3801
– Methods	3800
– Passes	3802
IMMUNITIES:	2350
IMPORTS:	1692
IMPREST ACCOUNTS:	1512
INAUGURATIONS:	1142
INCENTIVE AWARDS:	2039
INCINERATORS:	3828
INCOME TAX:	1953
INDUSTRY:	
– Security	3810
– Training	2448
INFORMATION:	
– Equipment	3175
– Security	3815 series
– Services	3665 series
INJUNCTIONS:	1370
INJURIES:	2005
INQUIRIES:	
– Boards of	1095
– Information	3668
– Ministerial	1411
– Parliamentary	1411
– Personnel	2255
– Public	3668
– Royal	1412
INSIGNIA:	1080
INSPECTIONS:	
– Generally	1320
– Buildings	2593
– Equipment	3195
– Heating	2891
– Quality Control	3375
– Security	3840
INSTITUTES:	
– Messes	1115
– Organizations	1070
INSTRUCTION(s) (al):	
– Administrative	1440
– Finance	1890
– Materials	2444
– Methods	2445
INSURANCE:	2265 series
INTERCOMMUNICATIONS:	3564
INTERNATIONAL:	
– Affairs	1330
– Commissions	1331
– Pacts	1332
– Treaties	1332

INVENTIONS:	1340
INVENTORIES:	3015
INVESTIGATIONS:	
– Irregularities	1350
– Security	3765
INVESTITURES:	2038
INVESTMENTS:	1810
IRREGULARITIES:	1350
ISOLATED POSTS:	1558
ISSUES:	3200

J

JANITORIAL SERVICES:	2591
JOB ANALYSIS:	2081
JUDICIAL SERVICES:	1370
JUDGMENTS:	1370

L

LABELS:	3055
LABOUR:	1360
LANDS:	2650 series
LANDSCAPING:	2720
LANGUAGE:	2443
LAWS:	1020
LAY-OFF:	2390
LEASES:	
– Buildings	2523
– Lands	2656
LEAVE:	2290
LECTURES:	1365
LEGAL:	1370
LETTERS:	
– Correspondence Management	3585
– Circular and Instructional	1440
LETTINGS:	2725 series
LIAISON:	1195
LIBRARY SERVICES:	3690
LICENCES:	
– Generally	1375
– Automobiles	3933
LIFE INSURANCE:	2266:2269
LIGHT, Electric:	2865
LISTS:	
– Eligible	2091

– Nominal Rolls	2315
– Precedence	2345
– Price	3325
LOANS:	
– Contractors	3231
– Equipment	3230
– Finance	1825
– Personnel	2195
LOCAL:	
– Purchase Orders	3343
– Purchase Requisitions	3344
LONG SERVICE:	2040
LOSSES:	1351
LUBRICATION INSTALLATIONS:	2910

M

MAGAZINES:	
– Explosive Accidents	1012
– Library Services	3692
– Personnel Amenities	2491
MAIL:	3715
MAINTENANCE:	
– Buildings	2590
– Equipment	3245
MANAGEMENT:	
– Engineering	3725
– Methods	3725
– Training	2442
MANUALS:	
– Equipment	3175
– Training	2444
MANUFACTURE:	3260
MANUSCRIPTS:	3667
MAPS:	
– Generally	1385
– Lands	2735
MARKING:	3275
MARRIED QUARTERS:	2625
MEDALS:	
– Civil	2036
– Military	2037
MEDICAL:	
– Generally	2225
– Insurance	2267
MEETINGS:	
– Committees	1165
– Conferences	1180
MEMORIALS:	2715
MERIT:	2041
MESSENGERS:	3715
MESSES:	1115

METHODS:	
– Communications	3565
– Management	3725
– Training	2445
MINERALS:	2729
MINISTERIAL:	
– Inquiries	1411
– Requisitions	1911
MINUTES:	1166
MISSIONS:	1331
MISUSE:	3005
MODIFICATIONS:	3290
MONEY ORDERS:	1845
MONUMENTS:	2715
MORALE:	2490
MORALS:	2137
MOSAICS:	1061
MOTION PICTURES:	
– Information Services	3669
– Personnel Amenities	2491
MOTOR TRANSPORT:	
– Generally	3930
– Departmental	3931
– Licences	3933
– Private	3932
– Taxis	3934
MUNICIPAL TAXES:	1954
MUSEUMS:	1395

N

NATIONAL SURVIVAL:	
– Building Protection	2610
– Planning	1245
NATURALIZATION:	1150
NEWS (papers):	
– Information Services	3666:3671:3672
– Library	3692
– Personnel Amenities	2491
NOMINAL ROLLS:	2315
NON-PUBLIC FUNDS:	1767
NORTHERN ALLOWANCES:	1558
NUCLEAR BLAST:	2612

O

OATHS:	2325
OFFENCES:	2137
OFFERS of ACCOMMODATION:	2506

OFFICE SERVICES: 3500 series

OIL:

— Concessions 2729
— Installations 2910
— Wells 2811

OPERATIONS: 1255

ORDERS:

— Administrative 1440
— Money 1845
— Finance 1890
— Personnel 2370
— Security 3835

ORDINANCES: 1370

ORGANIZATION:

— Establishment 2185
— Routine Matters 1001

OVERHAUL: 3245

OVERTIME: 2235

P

PACKING: 3310

FACTS: 1332

PAINTING: 2592

PAMPHLETS: 3667

PANELS: 1165

PARKING:

— Areas 2745
— Permits 1375

PARKS: 2750

PARLIAMENT: 1410

PASSES:

— Generally 1375
— "I" Cards 3802

PASSPORTS: 2335

PATENTS: 1340

PAY: 2400

PAYABLE ACCOUNTS: 1510

PENSIONS:

— Canada Pension Plan 2270
— Superannuation 2430

PERFORMING ARTS: 1061

PERIODICALS:

— Library 3672
— Personnel Amenities 2491

PERMANENT APPOINTMENT: 2022

PERMITS:

— Generally 1375
— Parking 1375

PERSONNEL:

— Generally 2000
— Foreign 2210
— Inquiries 2255
— Transportation 3945

PERSONNEL FILES — Use NAMES IN FULL

PETROLEUM:

— Concessions 2729
— Installations 2910
— Wells 2811

PETTY CASH: 1512

PHOTOGRAPHS:

— Aerial, etc. 1385
— Information Services 3670

PHYSICAL SECURITY: 3825

PIPELINES:

— Generally 2812
— Transportation 3915

PLANS (ing):

— Accommodation 2507
— Administrative 1425
— Buildings 2600
— Emergency 1245
— Finance 1870
— Insurance 2266: 2267: 2268
— Management 3725
— Town 2625

POLITICS: 1430

POSITION DESCRIPTIONS: 2081

POSTAGE: 1513

POSTAL SERVICES: 3715

POSTERS: 3666

POSTINGS: 2455

POWER OF ATTORNEY: 1370

PRECEDENCE: 2345

PRESENTATIONS: 1105

PRESERVATION: 3075

PRESERVES (Game): 2760

PRESS:

— Clippings 3671
— Releases 3672

PREVAILING RATES:

— Employment 2172
— Salaries and Wages 2406

PREVENTION:

— Accidents 1016
— Fires 2576

PRICES: 3325

PRINTING: 3522

PRIVILEGES: 2350

PROCEDURES:	
–Accounts	1525
–Communications	3565
PROCUREMENT:	3340
PRODUCTION:	3260
PROFESSIONAL:	
–Employment	2173
–Fees	1750
–Training	2446
PROFICIENCY:	2190
PROGRAMS:	
–Administrative	1425
–Financial	1870
PROMOTIONS:	2355
PROSECUTIONS:	1370
PROTECTION:	
–Buildings	2610
–Equipment	3355
–Fire	2576
–Lands	2755
–Security – Guards	3830
–Security – Physical	3825
PROVINCES:	
–Elections	1432
–Federal-Provincial Agreements	1031
–Taxes	1955
PUBLICATIONS:	
–Information Services	3667
–Library Services	3691
–Office Services	3520
PUBLICITY:	3666
PUBLIC RELATIONS:	3665 series
PUBLISHING:	3521
PULPERS:	3828
PUNCTUALITY:	2030
PUNISHMENT:	2135 series
PURCHASES:	
–Buildings	2524
–Equipment	3340
–Lands	2657
–Local	3343: 3344

Q

QUALIFICATIONS:	2081
QUALITY CONTROL:	3375
QUARTERS:	2625

R

RACE RELATIONS:	1211
RADIO:	
–Communications	3566

–Information Services	3673
–Personnel Amenities	2491

RAIL:

–Accidents	1013
–Transportation – Generally	3872
– Effects	3892
– Freight	3912
–Transportation – Personnel	3947
–Ways	2765

RANGES:	2770
---------	------

RATINGS:	2190
----------	------

RECEIVABLE ACCOUNTS:	1530
----------------------	------

RECEPTIONS:	2494
-------------	------

RECLASSIFICATIONS:	2355
--------------------	------

RECORDS:

–Essential	3740
–Land	2775
–Library Services	3693
–Management	3740
–Personnel	2150

RECOVERY:	3390
-----------	------

RECREATION:

–Areas	2780
–Personnel	2494

RECRUITING:	2165
-------------	------

RECUPERATION:	3390
---------------	------

REDECORATING:	2592
---------------	------

REFRIGERATION:	2920
----------------	------

REFUNDS:	1768
----------	------

REGISTRATION:

–Equipment	3275
–Personnel	2150

REGULATIONS:

–Administrative	1440
–Finance	1890
–Personnel	2370
–Security	3835

RELATIONS:

–International	1330
–Race	1211

RELEASES:

–Personnel	2390
–Press	3672
–Security Information	3817

RELIGION:	2493
-----------	------

REMOVAL EXPENSES:	1976
-------------------	------

RENTS:

–Accounts Payable	1514
–Accounts Receivable	1532

REPAIRS:

–Buildings	2535
–Equipment	3245

REPORTS:	
–Administrative	1445
–Buildings	2593
–Equipment	3400
–Finance	1900
–Fires	2577
–Personnel	2380
–Security	3840
REPRIMANDS:	2139
REPRODUCTION:	3630
REQUISITIONS:	
–Finance – Generally	1910
–Finance – Ministerial	1911
–Staff	2175
–Supplies	3344
RESEARCH:	3125
RESERVATION OF LANDS:	2760
RESIDENTIAL PLANNING:	2625
RESPONSIBILITIES:	2081
RETIREMENT:	2390
RETURNS: See “REPORTS”	
REVENUE:	1530 series
RIGHTS OF WAY:	2730
RIOTS:	1242
RISK ALLOWANCES:	1559
ROADS:	
–Generally	2785
–Transportation – Generally	3873
– – Effects	3893
– – Freight	3913
– – Personnel	3948
ROSTERS:	2315
ROTATION:	2195
ROYAL COMMISSIONS:	1412
ROYALTIES:	1533

S

SABOTAGE:	3845
SAFETY:	
–Accidents	1016
–Fires	2576
SALARIES:	2400 series
SALES:	
–Auction	1531
–Books	3523
–Buildings	2555
–Equipment	3415
–Lands	2675
–Taxes	1956
SALVAGE:	3420
SANITATION:	2945

SAVINGS BONDS:	1127
SCHEDULES:	3741
SCHOLARSHIPS:	2447
SCIENTISTS:	2174: 2446
SCULPTURES:	1061
SECONDMENTS:	2195
SECRECY:	2325
SECRETARIAL SERVICES:	3750
SECURITY:	3760 series
SECURITIES:	1810
SEMINARS:	1180
SEPARATIONS:	2390
SETTLEMENTS OF CLAIMS:	1615 series
SEWERAGE:	2945
SHIPS ACCIDENTS:	1014
SIGNING AUTHORITY:	1455
SINGLE QUARTERS:	2625
SIRENS:	2613
SITES:	
–Historical	2715
–Lands	2655
SLIDES:	
–Information Services	3669
–Library Services	3694
SNOW REMOVAL:	2786
SOCIAL:	
–Allowances	1556
–Functions	2494
–Hospitality Fund	1766
–Insurance	2270
SOCIETIES:	1070
SPACE:	2507
SPARE PARTS:	3440
SPECIFICATIONS:	
–Buildings	2600
–Equipment	3145
SPORTS:	2494
STAFF:	2165 series
STANDARDS:	
–Equipment	3375
–Personnel	2081
STATEMENTS:	1518: 1534
STATISTICS:	
–Administrative	1460
–Finance	1935
–Personnel	2420

STATUTES:	1020
STENOGRAPHY:	3750
STOCKPILING:	3445
STOCKTAKING:	3015
STORAGE:	
–Accommodation	2635
–Equipment	3450
–Warehousing	3490
STREETS:	2785
STRIKES:	1360
STUDIES:	1465
SUBSCRIPTIONS:	3692
SUBSISTENCE:	1560
SUBVERSIVE ACTIVITIES:	3845
SUGGESTIONS:	2043
SUMMER EMPLOYMENT:	2176
SUPERANNUATION:	2430
SUPPLEMENTARY ESTIMATES:	1731
SURGERY INSURANCE:	2267
SURPLUSES:	3455
SURVEYS:	
–Administrative	1465
–Security	3760
SURVIVAL:	
–Buildings	2611: 2612
–Planning	1245
SUSPENSION:	2140
SYMPOSIA:	1180

T

TABLES:	
–Organization	2185
–Precedence	2345
TARIFFS:	1690 series
TAXES:	1950 series
TAXIS:	3934
TECHNICAL INFORMATION:	3175
TELECOMMUNICATIONS:	
–Generally	3560 series
–Installations	2930
TELEPHONES:	
–Generally	3567
–Accounts	1515
TELETYPE:	
–Generally	3568
–Accounts	1516

TELEVISION:	
–Broadcasts	3673
–Personnel Amenities	2491
TELEX:	
–Generally	3569
–Accounts	1517
TENDERS:	3342
TERM APPOINTMENT:	2023
TESTS:	3465
THEFTS:	1351
TIMBER:	
–Concessions	2731
–Forestry Management	2705
TITLES:	1005
TOOLING:	3470
TOURS:	1490
TOWN PLANNING:	2625
TRADE MARKS:	3275
TRAINING:	
–Generally	2440 series
–Areas	2770
TRANSCRIBING SERVICES:	3955
TRANSFERS:	
–Buildings	2525
–Lands	2658
–Personnel	2455
TRANSLATION SERVICES:	3860
TRANSPORTATION:	3870 series
TRAPPING:	2728
TRAVEL:	
–Advances	1970
–Allocations and Expenditures	1973
–Expenses	1975
–Transportation	3870 series
TREATIES:	1332
TRESPASSING:	2790
TRIALS:	3465
TROPHIES:	2494
TRUST FUNDS:	1769
TUNNELS:	2795
TYPING SERVICES:	3955

U

UNCOLLECTIBLE ACCOUNTS:	1535
UNEMPLOYMENT INSURANCE:	2271
UNITED APPEAL:	1128
UTILITIES:	2850 series

V

VEHICLES:	
–Generally	3930 series
–Accidents	1015
–Parking Areas	2745
VENTILATION:	2855
VIOLATIONS:	2135
VISAS:	2335
VISITS:	
–Generally	1490
–Security	3773: 3774
VOLUNTEERS:	2245

W

WAGES:	2400
WAR ART:	1062
WARDEN SERVICES:	2480
WAREHOUSING:	3490

WARNING:	
–Alarms – Security	3826
–Alarms – Sirens	2613

WARRANTS:	1995
-----------	------

WATER:	
–Transportation – Generally	3874
– – Effects	3894
– – Freight	3914
– – Personnel	3949
–Utilities	2945

WATERWAYS:	2960
------------	------

WELFARE:	2490
----------	------

WELLS:	2810
--------	------

WORKING:	
–Conditions	2169
–Groups	1165
–Hours	2235

WORKMEN'S COMPENSATION:	2006
-------------------------	------

WRITE-OFFS:	3499
-------------	------

X, Y, Z.

